

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
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Please return to
the Secretary's File Room

January 3, 1923.

MEMORANDUM No. 417

FILE
P.L. GLADMON.

Amendment to the Fiscal Regulations.

Paragraph 88 of the Fiscal Regulations of the Department
is hereby amended to read as follows:

88. TRANSOCEAN SHIPMENTS.- Shipments from or to the department across the Atlantic Ocean should be consigned "In care U. S. Dispatch Agent, No. 2 Rector Street, New York, N. Y.," and that official should be promptly notified of the shipment and carefully instructed as to the further disposition of the property. If there is a custom house at the ultimate destination of an incoming shipment, the dispatch agent in New York should be directed to forward it in bond thereto. Scientific apparatus requiring careful packing imported for use at a point at which there is no collector of customs should be sent through in bond to a custom house accessible to agents of the department by whom it may be received after the customs examination and prepared for further shipment. Bureaus anticipating importations through Pacific ports of entry should take the necessary action to have the shipments move in bond to the Collector of Customs nearest destination and arrange for the final disposition of the property.

Henry Wallace

Secretary.



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DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

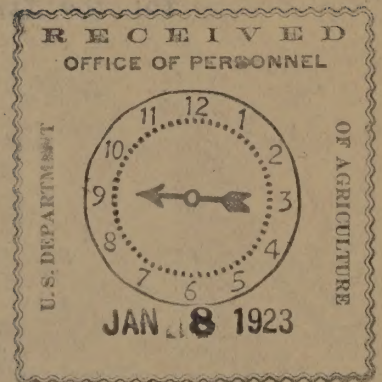
JAN 11 1923

FILE
P. L. GLADWIN

Paragraph 58 of the Fiscal Regulations of the Department

is hereby amended to read as follows:

58. TRANSPORTATION TRIP. - Expenses from or to the Department and the Atlantic Ocean should be borne and paid by the U. S. Department Agent, New York Office, New York, N. Y., and no official should be properly notified of the shipment and carefully instructed as to the further disposition of the property. It shall be a matter of course that the ultimate destination of an article shipped, the shipping agent in New York should be directed to forward it in bond thereto. Scientific apparatus requiring special packing should be packed in a box in which there is no collector of customs and no receipt should be sent to the collector of customs and the receipt of the Department of Agriculture should be received after the customs examination and prepared for further shipment. The receipt should be forwarded through the office of the Department of Agriculture to have the shipment move in bond to the collector of customs without payment of duty and to the ultimate destination of the property.



U. S. DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

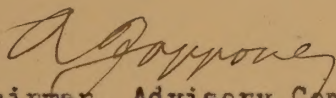
8-4819

January 3, 1923.

Dear Mr. Jump:

In accordance with your suggestion, the Committee has further considered the matter and the memorandum has been rewritten so that it will apply to all interocean shipments. It is now believed to be in proper shape for promulgation.

Respectfully,



Chairman, Advisory Committee on Finance and Business Methods.

FILED

★ JAN 9 - 1923 ★

Please return to the
Secretary's File Room.

January 3, 1923.

Dear Mr. Lamm:

In accordance with your suggestion, the Committee has further considered the matter and the memorandum has been rewritten so that it will apply to all interested shipments. It is now believed to be in proper shape for prompt action.

Respectfully,

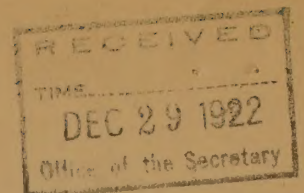
Wm. L. Lamm
Chairman, Advisory Committee on Finance and Business Methods.

FILED

★ JAN 9 - 1923 ★

See also the report
to the

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.



December 29, 1922.

MEMORANDUM FOR MR. W. A. JUMP.

FILED

★ JAN 9 - 1923 ★

Please return to the

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods has further considered the matter presented in Mr. Roosa's letter of November 28th, suggesting that the Collector of Customs at New York be requested to deliver to him, without examination, all importations of scientific apparatus, etc., for the various bureaus of the Department.

Mr. Robbins of the Office of Inspection has had the matter up with the Assistant Chief of the Customs Division, Treasury Department, and states that he thinks it doubtful if such a request would be granted. He finds, however, that it will be possible for Mr. Roosa to send forward in bond from New York to any custom house in the United States material consigned to his care as Dispatch Agent, and that customs officials, upon request, would accompany the shipments to a desired point, open the packages and make their examination and appraisal. Shipments for the Department at Washington could be forwarded in bond to the Collector of Customs at Georgetown, delivered to the Department and opened and examined by an inspector and turned over to the Department.

In view of the above it is believed that a letter to the Secretary of the Treasury will not be necessary and that no special authorization is required, except that paragraph 88 of the Fiscal Regulations, relating to Transatlantic Shipments, should be amended and the information dis-

December , 1922.

seminated to the bureaus. Accordingly, there is enclosed herewith a proposed memorandum to amend paragraph 88 of the Fiscal Regulations and the Committee recommends that same be promulgated.

If issued, a copy of the memorandum should be forwarded to Mr. Roosa, advising him of the plan adopted and the action he is to take in the premises.

to read as follows:

Very respectfully,

88. TRANSATLANTIC SHIPMENTS.- Shipments from or to the department across the Atlantic Ocean to be consigned "In care U. S. Dispatch Agent, No. 2 New York, N. Y.," and that official receipt for the shipment and carefully instructed as to the handling of the property. If there is a custom house at the point of the property. the property is to be delivered the dispatch agent should be directed to forward it in bond thereto. Scientific apparatus requiring careful packing imported for use at a point at which there is no collector of customs should be sent through in bond to a custom house accessible to agents of the Department by whom it may be received after the customs examination and prepared for further shipment.

Enclosures.

Secretary.

submitted to the Bureau. Accordingly, there is enclosed herewith
a proposed memorandum to amend paragraph 88 of the Fiscal Regulations
and the Committee recommends that same be promulgated.
If issued, a copy of the memorandum should be forwarded to
Mr. Roosa, advising him of the plan adopted and the action he is to
take in the premises.

Very respectfully,



Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON

December , 1922.

MEMORANDUM No.

Amendment to the Fiscal Regulations.

Paragraph 88 of the Fiscal Regulations is hereby amended
to read as follows:

88. TRANSATLANTIC SHIPMENTS.- Shipments from or to the department across the Atlantic Ocean should be consigned "In care U. S. Dispatch Agent, No. 2 Rector Street, New York, N. Y.," and that official should be promptly notified of the shipment and carefully instructed as to the further disposition of the property. If there is a custom house at the point where the property is to be delivered the dispatch agent should be directed to forward it in bond thereto. Scientific apparatus requiring careful packing imported for use at a point at which there is no collector of customs should be sent through in bond to a custom house accessible to agents of the Department by whom it may be received after the customs examination and prepared for further shipment.

Secretary.

December 1932

MEMORANDUM NO.

Amendment to the Fiscal Regulations

Paragraph 88 of the Fiscal Regulations is hereby amended

to read as follows:

88. TRANSATLANTIC SHIPMENTS. -- Shipments from or to the department across the Atlantic Ocean should be consigned "In care U. S. Dispatch Agent, No. 2 Nassau Street, New York, N. Y.," and that officials should be promptly notified of the shipment and carefully instructed as to the further disposition of the property. If there is a custom house at the point where the property is to be delivered the dispatch agent should be directed to forward it in bond thereto. Scientific apparatus requiring careful packing imported for use at a point at which there is no collector of customs should be sent through in bond to a custom house accessible to agents of the Department by whom it may be received after the customs examination and prepared for further shipment.

Secretary.

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

December 7, 1922.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The attached letter from Mr. I. P. Roosa, United States Despatch Agent at New York, dated November 28, 1922, suggesting that the Collector of Customs at that port be requested to deliver to him without examination all importations of scientific apparatus, etc., for the various bureaus of this Department, has been considered by the Advisory Committee on Finance and Business Methods.

It is the thought of the Committee that request should be made to the Secretary of the Treasury in accordance with Mr. Roosa's letter, and the attached draft of letter for the signature of the Secretary has therefore been prepared and the Committee recommends that same receive favorable consideration.

Very respectfully,



Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

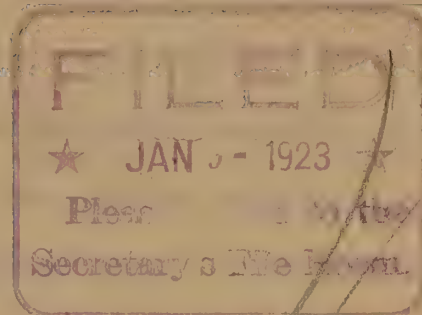
DEPARTMENT OF AGRICULTURE
WASHINGTON

December 5, 1922.

The Honorable

The Secretary of the Treasury.

Dear Mr. Secretary:



For some years prior to the passage of the present Tariff Act, the Collector of Customs at the port of New York has, by your authority, delivered to the United States Despatch Agent, free of duty and charges and without examination, all importations for the various bureaus of this Department. The waiver of examination has been particularly beneficial in that the careful packing of the goods at the point of shipment was not disturbed at the port of entry and the possibility of damage to delicate apparatus through faulty repacking after examination has been obviated.

Inasmuch as the Tariff Act of 1922 failed to reenact the provision included in previous Tariff Acts authorizing the free entry of philosophical and scientific apparatus, etc., for religious, philosophical, educational, scientific, and literary societies, under authority of which the scientific bureaus of this Department have heretofore enjoyed the privilege of free entry, and the Depart-

ment will henceforth be required to pay the duties prescribed by the Tariff Act of 1922 on all importations from foreign countries, the question of waiving examination presents itself.

All purchases of supplies and equipment by this Department are covered by purchase orders, copies of which are forwarded to the dealers, and copies retained in the Department for reference purposes in the examination of the dealers' accounts. If the present request of the Department is granted we will provide the Despatch Agent at New York with certified copies of all purchase orders including importations, in order to facilitate the clearance of the shipment upon arrival at the port of New York. These orders will indicate the name of the dealer, a complete description of the supplies ordered, and their cost.

For the reasons set forth in the first paragraph of this letter it is recommended that the Collector of Customs at New York be authorized to continue to waive examination of packages arriving at that port and consigned to the bureaus of this Department, if such action is not inconsistent with the provisions of the Tariff Act of 1922 and the policy of the Treasury Department in such matters. It has been suggested that if a duly certified copy of each purchase order on foreign dealers is placed in the hands of the Appraiser of Customs he could upon arrival of the shipment and with the aid of the bill of lading or manifest readily reckon the duty without an examination of the goods themselves.

Sincerely yours,

Secretary.

ment will heretofore be required to pay the duties prescribed by the
tariff act of 1922 on all importations from foreign countries, the
question of waiving examination presents itself.

All purchases of supplies and equipment by this Department are
covered by purchase orders, copies of which are forwarded to the dealers,
and copies retained in the Department for reference purposes in the ex-
amination of the dealers' accounts. At the present request of the Depart-
ment is granted we will provide the dispatch Agent at New York with

certified copies of all purchase orders including importations, in order
that these orders will indicate the name of the dealer, a complete
for the purpose set forth in the first paragraph of this letter.

It is requested that you advise the Bureau of the results of your
action on this matter. In the event it is decided that no action is not in-
consistent with the provisions of the Tariff Act of 1922 and the policy
of the Department.

placed in the hands of the collector of customs he could upon arrival
of the goods at the port of destination be placed in the hands of the
proper authorities for their disposal.

Sincerely yours,

No.

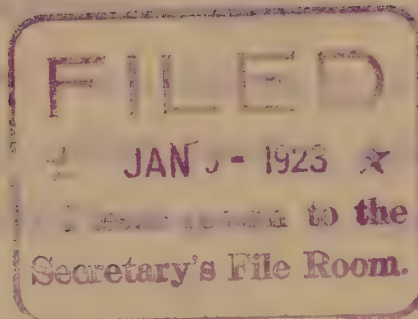
United States Government Despatch Agency,

NUMBER 2 RECTOR STREET

CABLE ADDRESS:
USDA, NEW YORK.

NEW YORK November 28, 1922.

Mr. A. Zappone,
Chief, Division of Accounts,
Department of Agriculture, Washington.



Sir:

Some years ago the Secretary of the Treasury instructed the Collector of Customs, this port, to deliver to me, free of duty and charges, and without examination, all consignments of scientific apparatus for the various bureaus of the Department. This class of goods were free by law but, in addition to receiving them without payment of duty, it was particularly desired to have examination waived, in order that the careful packing given the goods abroad might not be disturbed at the port of entry, thus practically guaranteeing the arrival at destinations in good condition. Under the new Tariff Act, this class of goods is dutiable and it has been arranged with the Collector of the Port to pay duty, by voucher, upon liquidation. This arrangement is quite satisfactory; no provision, however, has as yet been made to waive examination. Your method of obtaining the goods is to draw an order on the foreign sellers; the order stating in detail the nature of the goods and the cost in dollars; a copy of this order, duly certified by the Chief of the ordering bureau, is sent to this office and is attached to the entry when made at customs. Under the new Tariff Act, duty to be paid, the Appraiser of Customs, having the certified copy of purchase order, can readily reckon the amount of duty

November 28, 1931

Mr. A. L. Johnson,
Chief, Division of Accounts,
Department of Agriculture, Washington.

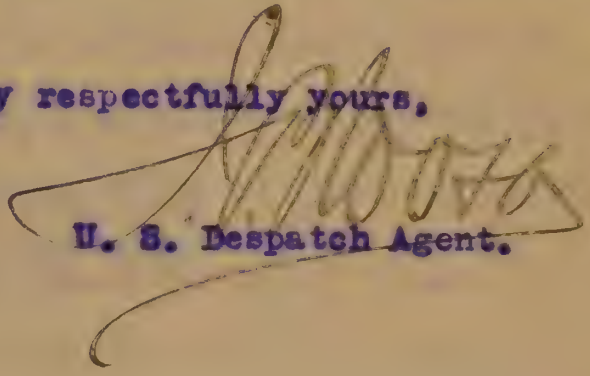
Sir:

Some years ago the Secretary of the Treasury instructed the Collector of Customs, this port, to deliver to me, free of duty and charges, and without examination, all consignments of scientific apparatus for the various bureaus of the Department. This class of goods were free by law but, in addition to receiving them without payment of duty, it was particularly desired to have examination waived, in order that the careful packing given the goods abroad might not be disturbed at the port of entry, thus practically guaranteeing the arrival at destination in good condition. Under the new Tariff Act, this class of goods is taxable and it has been arranged with the Collector of the Port to pay duty by voucher, upon liquidation. This arrangement is quite satisfactory; no provision, however, has as yet been made to waive examination. Your method of obtaining the goods is to draw an order on the foreign seller; the order stating in detail the nature of the goods and the cost in dollars; a copy of this order, duly certified by the Chief of the ordering bureau, is sent to this office and is attached to the entry when made at custom. For the new Tariff Act, duty to be paid, the Appraiser of Customs, having the certified copy of purchase order, can readily render the amount of duty

due, altho the goods themselves are not in his possession.

I have, therefore, to respectfully request that you will request the Secretary of the Treasury to instruct the Collector at this port to waive examination of the importations of scientific goods, consigned to your Department or to its various bureaus, in my care, thereby eliminating the possibility of injury to delicate apparatus and insuring their receipt at destination in the perfect condition as when leaving the sellers abroad, who are most particular in proper packing, which packing has, in the many years past,^{been} such as to carry the goods to the bureaus safely in every instance.

Very respectfully yours,



H. S. Despatch Agent.

due, although the goods themselves are not in his possession.

I have, therefore, to respectfully request that you will request the Secretary of the Treasury to instruct the Collector at this port to waive examination of the importations of scientific goods, consigned to your Department or to its various bureaus, in my care, thereby eliminating the possibility of injury to delicate apparatus and insuring their receipt at destination in the perfect condition as when leaving the sellers abroad, who are most particular in proper packing, which packing ^{has} been in the many years past, such as to carry the goods to the bureaus in every instance.

Very respectfully yours,

U. S. Dispatch Agent.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ OCT 16 1926
Please return to
the Secretary's Office

January 2, 1923.

MEMORANDUM No. 418

FILE
P.L. GLADMON.

The provisions of Memorandum No. 415, dated December 15, 1922, amending paragraph 5(b) of the Fiscal Regulations of the Department so as to require the submission of all transportation accounts to the General Accounting Office for direct settlement, are hereby suspended until further order.

Kenneth Wallace

Secretary.

may

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

January 2, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In view of an opinion rendered by the Attorney General to the Secretary of War under date of December 28, 1922, in which he holds that the procedure proposed by General Accounting Office General Regulation No. 13 for the settlement of transportation accounts may not properly be adopted by the War Department, the Advisory Committee on Finance and Business Methods feels that as the opinion applies with equal force to the Department of Agriculture, action in compliance with General Regulations No. 13 by this Department should be suspended until the matter has been definitely settled.

A letter to the Comptroller General advising him of the intention of this Department to suspend, for the present, all action looking toward any change in the procedure for the handling of transportation accounts, has therefore been prepared and is submitted herewith with the recommendation that same be approved by you.

There is also enclosed herewith a proposed memorandum, suspending until further order the provisions of Memorandum No. 415 of December 15, 1922, which was to have the effect of putting into operation the requirements of General Regulations No. 13. If the above meets with your approval it is recommended that this Memorandum be promulgated.

Very respectfully,

Enclosures.

A. G. G. G.
Chairman, Advisory Committee on Finance
and Business Methods.

January 2, 1923.

The Honorable

The Comptroller General.

Dear Mr. McCarl:

Upon receipt of your letter of December 4, 1922, enclosing a copy of General Regulations No. 13 of the General Accounting Office which prescribed that beginning January 1, 1923, settlement of all accounts for passenger, Pullman, freight, and express services rendered the Government should be made in the General Accounting Office, this Department issued appropriate instructions to carry into effect the intent of said regulations. It now transpires, however, that under date of December 28, 1922, the Secretary of War has been advised by the Attorney General of the United States that the procedure proposed by you for the settlement of transportation accounts may not properly be adopted in the War Department. In view of the general character of the Attorney General's opinion, it would seem to be equally applicable to all of the Executive Departments, and in these circumstances that the only course open to this Department is to suspend all action looking toward any change in the procedure for the handling of transportation accounts until such time as the entire matter has been fully considered and settled.

The Comptroller General.

Dear Mr. McGowan:

Upon receipt of your letter of December 4, 1932, enclosing a copy of General Regulation No. 12 of the General Accounting Office which prescribed that beginning January 1, 1933, settlement of all accounts for passenger, Pullman, freight, and express services rendered the Government should be made in the General Accounting Office, this Department issued appropriate instructions to carry into effect the intent of said regulation. It now transpires, however, that under date of December 22, 1932, the Secretary of War has been advised by the Attorney General of the United States that the procedure proposed by you for the settlement of transportation accounts may not properly be adopted in the War Department. In view of the general character of the Attorney General's opinion, it would seem to be equally applicable to all of the Executive Departments, and in these circumstances that the only course open to this Department is to suspend all action looking toward any change in the procedure for the handling of transportation accounts until such time as the entire matter has been fully considered.

I have accordingly suspended, for the present, the operation of my recent order for compliance with your General Regulations No. 13, thereby restoring the procedure obtaining in the Department of Agriculture prior to January 1, 1923.

Very truly yours,

Secretary's File Room
(Signed)

Henry C. Wallace

Secretary.

COPY

Comptroller General of the United States
Washington

December 4, 1922.

The Honorable
The Secretary of Agriculture.

Sir:

An economy measure has been worked out and will be put in operation January 1, 1923, pursuant to General Accounting Office General Regulations No. 13, dated November 25, 1922, copy herewith.

The Government expends millions of dollars annually for rail and water transportation and under the present system of payments by department disbursing officers many over-payments are made which are not discovered until the items are reported to and reached, in many instances months later, in the General Accounting Office audit, when refunds are obtained. Under this system the interest loss to the Government has been large as the over-payments aggregate vast sums and are usually out of the Treasury many months. This is evidenced by the fact that during the eleven months since January first of this year the General Accounting Office has exacted refunds from carriers aggregating more than \$400,000 and has deducted from carriers' bills in direct settlements more than \$375,000.

The purpose is to eliminate these over-payments to carriers by adopting a method of direct settlement with certain exceptions, of all transportation items - an audit by the General Accounting Office in advance of payment - thereby keeping in the Treasury those sums that have heretofore improperly gone to the carriers only to be collected back months later after the final audit, and at the same time insuring to the carriers prompt payment of the exact amount due for each transportation service.

The carriers are entitled to receive promptly the correct amount due for a transportation service rendered the Government, and no more. The present payment plan is working a loss to the Government and is confusing to the carriers. The new plan will prove, I am sure, much more businesslike and satisfactory to all

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concerned because it will keep in the Treasury available for other uses the sums that under the present system would go to carriers in overpayments, and at the same time give assurance to the carriers that payments received by them have been scrutinized by the accounting officials.

There is little wonder that over-payments are frequent under the system now in vogue. The determining of a correct transportation charge involving as it often does most intricate questions of rates and classifications, is a most difficult task and demands both experienced talent and an extensive and ever-changing library of classifications, tariffs, division sheets and other data. The General Accounting Office must of necessity possess the required talent and equipment because it must say the final word on all expenditures from public funds. Without the same grade of talent and like equipment in each department and establishment over-payments for transportation can not be avoided and to maintain a high-grade transportation unit in each department and establishment would be both unnecessary and expensive. The General Accounting Office under the law has the final responsibility in such matters and by the new procedure it is purposed to attach that responsibility at a point just prior to payment in order that the damage and confusion heretofore occurring may be eliminated.

The new procedure will in no wise lessen the responsibility nor interfere with the functions of the administrative offices but contemplates relieving them of examining their transportation accounts only as to classification, tariffs, etc., and of making payment thereof by disbursing officers. The plan has been in operation for some time as to many smaller offices and accounts and has proven entirely satisfactory. Thus it is not an experiment, except as to its magnitude when centralized, and there seems no cause for misgivings as to the successful operation thereof unless the expected-cooperation fails to materialize.

It is expected that the time required to accomplish payment will compare favorably with the time now taken in the administrative offices. Prompt notice of settlements will be given the offices concerned in order that the administrative books may reflect at the earliest possible moment the correct available balances in the transportation appropriations. The matter of obligating the appropriations can be shown from data obtained from the accounts before same are forwarded for settlement. Administrative control of appropriations and funds, and accounting therefor, will not, in fact, be affected.

1. The first part of the report
describes the general situation
of the country and the
state of the economy.

2. The second part of the report
describes the situation in the
different regions of the country.
It shows that the situation is
very different in the different
regions. In some regions the
situation is very good, while
in other regions it is very
bad. This is due to the
different geographical conditions
and the different economic
development of the regions.
The third part of the report
describes the situation in the
different sectors of the economy.
It shows that the situation is
very different in the different
sectors. In some sectors the
situation is very good, while
in other sectors it is very
bad. This is due to the
different technological conditions
and the different economic
development of the sectors.

3. The fourth part of the report
describes the situation in the
different social groups of the
country. It shows that the
situation is very different in
the different social groups.
In some social groups the
situation is very good, while
in other social groups it is
very bad. This is due to the
different educational conditions
and the different economic
development of the social groups.

4. The fifth part of the report
describes the situation in the
different political groups of the
country. It shows that the
situation is very different in
the different political groups.
In some political groups the
situation is very good, while
in other political groups it is
very bad. This is due to the
different ideological conditions
and the different economic
development of the political groups.

The procedure has reference to accounts for service rendered The United States, payable by disbursing officers within the continental limits of the United States. This excludes accounts for foreign service and those of the Postal Service, United States Shipping Board Emergency Fleet Corporation, and District of Columbia, as well as those payable from special deposit funds, all of which will be settled as heretofore.

The view has been suggested that the plan operates to deprive the Government of the usual double audit. This impression is erroneous. The administrative examination and report contemplated by law in such cases is to be continued. As a matter of fact there is not now an effective administrative examination as to classifications and tariffs. Generally no serious effort is made in that line and where such effort is made it is not entirely satisfactory or effective as evidenced by the over-payments made. Reliance is now placed upon this office to recover over-payments, which practice is so unbusinesslike as to force a conclusion that the audit should be made in advance of payment. This conclusion leads to the further conclusion that since payment can be accomplished by means of direct settlement through the Treasurer of the United States with less confusion and expense it would serve no useful purpose to forward the accounts after audit for payment by disbursing officers.

It appears to be the desire of the administrative offices to take the following action on transportation accounts before forwarding same to this office for final audit and settlement:

(a) Examine into and verify the service claimed, designate the proper appropriations, certify to the correctness of the bills, and report all such matters as should be considered in the settlement.

(b) Set up and verify estimated charges in appropriations by subheads and report to the proper administrative officer daily obligations and expenditures by appropriations.

(c) Maintain proper record of bills received and forwarded.

(d) Ascertain whether loss or damage by carrier has occurred and indicate the adjustment made or to be made, and report all other set-offs.

(e) Report baggage allowance and collection for excess baggage or other accommodations.

The desires of the offices in this respect appear in harmony with the plan that has been adopted, as indicated in the regulations, and for the present may be followed.

Respectfully,

(Signed) J. R. McCarl,
Comptroller General.

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DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

December 29, 1922.

OFFICE OF TRAFFIC MANAGER
FILE T

Mr. A. Zappone,

Chairman, Committee On Finance

And Business Methods.

Dear Mr. Zappone:

I am sending you herewith the last paragraph of a Decision rendered by the Attorney General of the United States which has a direct bearing on General Regulations No. 13, issued by the Comptroller-General under date of November 25, 1922.

It is thought that this would be of special interest to yourself and the Committee.

Very respectfully,

E. E. Forbes

E. E. FORBES,

Traffic Manager.

(Enclosure)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

1911

Mr. A. E. Johnson,

Chairman, Committee on Finance

and Commerce, U. S. House of Representatives,

Washington, D. C.

I am sending you herewith the last part-

ment of a Bulletin prepared by the Bureau of

of the United States which has a direct bearing on

the subject of the Committee on Finance and Commerce.

It is thought that this would be of special

interest to yourself and the Committee.

Very respectfully,

H. H. FORD,

Secretary.

1911

In view of the foregoing, I am of the opinion that the Secretary of War would not be justified by reason of anything contained in General Accounting Office General Regulations No. 13, in failing to make, or in permitting or requiring disbursing officers under him to refrain from making, payment as now authorized by law of transportation obligations created by and under authority of the Secretary of War; nor would he be justified in omitting, or in permitting or in requiring the omission of the administrative examination now required by law to be made of disbursing officers' account of such payments prior to the transmission of such accounts to the General Accounting Office for settlement.

General:

Ref. Regulations No. 12, dated November 22, 1944, was
of law for prohibiting payment by disbursement officers
of law for prohibiting payment by disbursement officers
of law for prohibiting payment by disbursement officers
of law for prohibiting payment by disbursement officers

would be justified in modifying its present procedure in the payment of
lawful transportation obligations created by and under authority of the
Secretary of War. Your attention is invited to the fact that the
Attorney General's opinion dated December 22, 1944, rendered in reply to
the Department's letter of November 22, 1944, is as follows:

"In view of the foregoing I am of the opinion that the Secretary

Accounting Office General Regulations No. 12 in failing to make
obligations created by and under authority of the Secretary of War
law to be made of disbursing officers' accounts of such payments
Office for settlement."

I do not question the purpose of economy stated in your letter and
posed plan will promote that purpose. Even conceding that all over-
ments indicated in your letter as having been collected back by the
General Accounting Office during the last eleven months should be pro-
cessed in the future, and assuming that such overpayments are now over-
sustained for an average of six months, the saving in interest to the
United States would be less than \$10,000 per annum. In proportion to the
magnitude of the operations involved, this apparent possible saving seems
hardly sufficient to warrant the drastic change proposed, especially in
the absence of any showing that countervailing expenses or losses will
not be involved in the proposed plan.

But even if the proposed change were in the interest of economy the
Department of existing safeguards which it involves would I fear con-
stitute a grave menace to the public interest. The proposed plan eliminates
the examination which at present is made before payment by the officer

who is responsible to the Government for the correctness of the payment made. It does not provide in lieu thereof any examination for the correctness of which any officer is pecuniarily responsible to the United States. The single examination which it provides for the protection of the United States in future will be made by the same class of employees who have heretofore examined these accounts under the War Department, and the individual examiner will hardly be any less liable to err by reason of being employed in one office rather than in another. In the examination now made under the War Department the knowledge by each examiner that his work will be subjected to an independent review and check, which may reflect credit or discredit upon him, naturally has a restraining and steadying effect, which tends to promote care and accuracy. In the single examination proposed to be made in future the knowledge that there will be no such subsequent independent review and check will tend to remove such restraint upon any natural tendency to carelessness and inaccuracy. Taking all these things into consideration, I see no reason to suppose that the errors which will in future be made in the proposed single examination will be any less in proportion than those which now occur in the examination before payment by disbursing officers. It is true that the proposed plan will have the effect of preventing such errors as do thus occur from becoming known, but the loss which they will entail upon the United States will not be any the less real on that account.

I am constrained to believe, therefore, that even if the proposed plan should appear to result in the saving of interest which you anticipate, it would at the same time jeopardize, and might even result, in the actual loss of a considerable part of, the principal sum upon which such interest would accrue.

For these reasons, as well as because of the legal obstacles set forth in the Attorney General's opinion, I regret to have to advise you, in reply to your letter of December 4, 1922, that in the absence of express legislative authority therefor, I do not feel justified in ceasing to provide, as heretofore, for the prompt payment under War Department control from appropriations made by law for that purpose of lawful charges for transportation services rendered on the lawful requirement of the War Department or the Army. Therefore, the proper disbursing officers of this Department will continue, as heretofore, to make authorized payments on account of transportation obligations, as in case of other obligations created by and under authority of the Secretary of War, and after proper administrative examination thereof as required by law, this Department will continue as heretofore to transmit the accounts covering such payments to the General Accounting Office for settlement.

Sincerely yours,

JOHN W. WEEKS,
Secretary of War.

Incl.-

Copy Op. Atty. Gen.

...accountability responsible to the United States... which it provides for the protection of... to examine these accounts under the law... If an examiner will hardly be any less liable to error by... employed in one office rather than in another. In the... now made under the law... and knowledge by each exam-... his work will be subjected to an independent review and check... subject credit or debit to the... naturally has a... effect, which tends to promote care and accuracy. In the... proposed to be made in future the... that there... independent review and check will tend to remove... for any natural tendency to carelessness and inaccuracy... this a fine example... I see no reason to suppose... which will in turn be... single exam-... nation will... by disinterested officials. It is true that the... from becoming known, but the loss which they will entail upon the... United States will not be any the less real on that account.

Interest would receive.

For these reasons, as well as because of the legal character of the... of December 1915, that in the absence of a... as...

...services rendered on the... of the... will... the... to make... as... the... as... this... as...

Sincerely yours,

Secretary of War.

DEPARTMENT OF JUSTICE
Washington

December 28, 1922.

The Honorable,
The Secretary of War.

Sir:

This will acknowledge receipt of your letter of the 9th instant asking my opinion as to the legality as applied to the War Department of General Accounting Office, General Regulations No. 13, dated November 25, 1922, which was forwarded to you in a letter of transmittal dated December 4, 1922.

General Regulations No. 13 proposes to revolutionize the system of paying and auditing government transportation accounts. At the present time such accounts, just as other government obligations, are paid by the disbursing officers of the several departments. Payment is made only after the administrative officer in charge has by careful examination satisfied himself as to the correctness of the claim presented and certified the same to the disbursing officer for payment. The accounts of payments made by disbursing officers are forwarded to the department involved for administrative examination there, and after they have been thus examined they are finally passed upon and audited by the General Accounting office.

General Regulations No. 13, which by its terms is to go into effect on January 1, 1923, provides that the claims of carriers should be presented as theretofore to the department involved, but that departmental action thereon should be limited to - "certification as to the services performed; that the services were properly authorized, and necessary in the public service; and that the amount thereof has not been paid and is payable from the appropriation designated." After such certification, the Department is to forward the bills promptly to the General Accounting Office for audit and payment by it.

The proposed order will not only eliminate all payment of transportation accounts by disbursing officers, but it will also largely eliminate the administrative examination of such accounts which is now made prior to or after payment. The proposed order will substitute a single audit for the present system of double audit, and the one audit which is made will take place in the same office which finally determines the rights of the United States in respect to the payment made.

I am first called upon to consider whether or not I may properly render any opinion upon the question here submitted.

MINISTRY OF FINANCE
Washington

This will acknowledge receipt of your letter of the 24th
inst. and in reply to inform you that the letter is being
forwarded to you in a letter of the 25th inst. 1933, which was forwarded to you in a letter of
the 25th inst. 1933.

General Regulations No. 18, proposed to revise the system
of paying and auditing government transportation accounts. It also
provides for the establishment of a central government office, to be
paid by the discharging officers of the several departments. Payment is
made only after the administrative officer in charge has been satisfied
that the discharging officer himself as to the correctness of the claim presented
and certified the same to the discharging officer for payment. The accounts
of the discharging officers are forwarded to the department in-
charge for payment.

General Regulations No. 18, which by its terms is to take effect
on January 1, 1934, provides for the establishment of a central government
office, to be paid by the discharging officers of the several departments.
Payment is made only after the administrative officer in charge has been satisfied
that the discharging officer himself as to the correctness of the claim presented
and certified the same to the discharging officer for payment. The accounts
of the discharging officers are forwarded to the department in-
charge for payment.

The proposed order will not only eliminate all payment of transportation
accounts by discharging officers, but it will also eliminate the
administrative examination of such accounts which is now made prior to
payment. It will also eliminate the administrative examination of such
accounts by the discharging officers, and the one by the administrative
officer in the same office which finally determines the rights of the United
States in respect to the payment made.

Attention upon the question here submitted.

Section 301 of the Budget and Accounting Act of June 10, 1921, (42 Stat. 23), provides:

"There is created an establishment of the government to be known as the General Accounting Office, which shall be independent of the executive departments and under the control and direction of the Comptroller General of the United States.

Section 304 of this Act reads in part as follows:

"All powers and duties now conferred or imposed by law upon the Comptroller of the Treasury or the six auditors of the Treasury Department.*** shall, so far as not inconsistent with this Act, be vested in and imposed upon the General Accounting Office and be exercised without the direction of any other officer."

The above provisions declare the complete independence of the General Accounting Office. Such independence necessarily exists, however, only with respect to the power and duties which the statute gives to the General Accounting Office. Notwithstanding the independent position of that office any order which extends beyond the authority given it by Congress is void. Therefore any order given by the General Accounting Office to the executive departments affecting the performance by them of executive functions independently confided to them necessarily involves a question of law which may be submitted to the Attorney General for his opinion.

My predecessors have frequently said that they would not review a question involving disbursements which had been passed upon by the Comptroller of the Treasury. The final authority of the Comptroller upon such an issue was based upon the provisions of Section 8 of the Dockery Act of July 31, 1894, (28 Stat. 209), which provided:

"Disbursing officers, or the head of any Executive Department, or other establishment not under any of the Executive Departments, may apply for and the Comptroller of the Treasury shall render his decision upon any question involving a payment to be made by them or under them, which decision, when rendered, shall govern the Auditor and the Comptroller of the Treasury in passing upon the account containing said disbursement."

This section makes the ruling of the Comptroller of the Treasury (now the Comptroller General) conclusive as to particular payments to be made by and through executive departments. The present question does not involve a ruling upon particular payments to be made by and through an executive department, but it involves the duty of the executive departments to obey an order entirely prohibiting them from making payments of a general class which they are now authorized by law to make. I find nothing in section 8 of the Dockery Act, or in the Budget and Accounting Act of 1921, which de-

created an establishment of the Government to
the General Accounting Office, which shall be
of the executive departments and under the control
of the Comptroller General of the United States.

of this Act reads in part as follows:

"All powers and duties now conferred or imposed by law upon the

and imposed upon the General Accounting Office and be
without the direction of any other officer."

The above provisions declare the complete independence of the General
Accounting Office, which the statute gives to the General
Accounting Office. Notwithstanding the independent position of that office
it is not to be understood that it is to be independent in its
functions.

departments affecting the performance by them of executive functions in-
dependently of the Attorney General for his opinion.

ly predecessors have frequently said that they would not review a ques-
tion of the provisions of Section 8 of the Economy Act of July 31,
1934, (48 Stat. 103), which provided:

"No accounting officers, or the head of any Executive
Department, or other establishment not under any of the
Executive Departments, may apply for and the Comptroller
General may refuse to make a payment to be made by them or under them,
which involves a payment to be made by them or under them,
and the Comptroller of the Treasury in passing upon the
application."

This section makes the ruling of the Comptroller of the Treasury (now
the Comptroller General) conclusive as to payment of amounts to be made by
any Executive Department. The present question does not involve
any Executive Department to be made by and through an Executive
Department from making payments of a general class
of the Budget and Accounting Act of 1931, which de-

prives the head of an executive department of the right to have the opinion of the Attorney General upon such a question.

The authority of the General Accounting Office as established by the Act of June 10, 1921, must be construed in the light of the prevailing practice of making payment for departmental expenditures through departmental disbursing officers. That this practice has received legislative sanction is shown by the numerous statutes defining the duties and functions of disbursing officers.

Section 176, R. S., regulates the appointment of disbursing clerks and states that they are "authorized by law in the several departments." Sections 3620 and 3621, R. S., regulate the manner in which disbursing officers shall deposit public money entrusted to them for disbursement. Sections 3622 and 3623, R. S., regulate the accounts which disbursing officers must render. Section 3648, R. S., authorizes advances to disbursing officers for the purpose of making payments in fulfillment of public engagements. Section 3633, R. S., provides for suit against disbursing officers who have not properly accounted for public money entrusted to them. Section 3651, R. S., regulates the medium of payment to be used by disbursing officers.

In addition to the foregoing statutes dealing with the duties and functions of disbursing officers in general, there are numerous others relating solely to disbursing officers of the army.

The Act of April 20, 1874, (18 Stat. 33) provides:

"It shall be the duty of the Secretary of War to cause frequent inquiries to be made as to the necessity, economy, and propriety of all disbursements made by disbursing officers of the Army, and as to their strict conformity to the law appropriating the money."

The Act of July 5, 1884, (23 Stat. 113), provides:

"Hereafter all officers, agents, or other person receiving public moneys appropriated by this or any subsequent Army appropriation act shall account for the disbursement thereof according to the several and distinct items of appropriation expressed in such act."

The Act of March 2, 1905, (33 Stat. 832), provides:

"Hereafter all the accounts of individual paymasters shall be analyzed under the several heads of the appropriation and recorded in detail by the Paymaster-General of the Army before said accounts are forwarded to the Treasury Department for final audit."

Letting solely to disbursing officers of the army.

The Act of April 30, 1874, (18 Stat. 33) provides:

"It shall be the duty of the Secretary of War to cause frequent inquiries to be made as to the necessity, economy, and propriety of all disbursements made by disbursing officers of the army, and as to their strict conformity to the law appropriating the money."

The Act of July 3, 1864, (13 Stat. 113) provides:

receiving public money appropriated by this or any other act of Congress, and shall account for the same to the Secretary of War."

The Act of March 3, 1909, (35 Stat. 602) provides:

"Hereafter all the accounts of individuals and corporations shall be analyzed under the several heads of the appropriation and recorded in detail by the Department of the Army before said accounts are forwarded to the Department for final audit."

The Act of March 3, 1909, (35 Stat. 747), provides:

"Hereafter whenever pressing obligations are required to be paid by a disbursing officers of the Quartermaster's Department and there is an insufficient balance to his official credit under the proper appropriation or appropriations for the purpose, he is authorized to make payment from the total available balance to his official credit, ***."

The same Act at page 750 gave similar authority to Ordnance disbursing officers, and the Act of March 3, 1911, (36 Stat. 1056), gave similar authority to Engineer disbursing officers.

The Act of July 9, 1918, (40 Stat. 878), which was limited to "the present emergency", extended the above provisions to all disbursing officers of the Army.

The Acts of August 24, 1912 (39 Stat. 589), April 27, 1914, (38 Stat. 369), March 4, 1915, (38 Stat. 1080), authorized Army disbursing officers of the Ordnance, Engineer and Medical Departments, respectively, to make payment in settlement of transactions between it and other branches of the War Department and between that department and others.

The Act of July 9, 1918, (40 Stat. 878), provided that "during the present emergency" disbursing officers of the Army might entrust public moneys to other officers for the purpose of having them make disbursements as their agents, both the disbursing officers and their agents being held pecuniarily responsible to the United States. This authority was made permanent in the Army Re-organization Act of June 4, 1920, (41 Stat. 766).

The Army Re-organization Act also provides:

"The Chief of Finance, under the authority of the Secretary of War, shall be charged with the disbursements of all funds of the War Department * * *."

The extent and variety of the foregoing legislation convinces me that Congress intended, as to the government in general and as to the War Department in particular, that ordinary government payments should be made by disbursing officers.

There was a slight exception to the general practice in cases which disbursing officers referred to the Comptroller of the Treasury for an advance ruling as provided for in Section 8 of the Dockery Act. The Comptroller frequently directed that in such a case the entire account be transmitted to him for direct settlement as a claim. This procedure was not contrary to legislation authorizing the payment of claims by disbursing officers since it did not take from them this duty in any general class of cases. The procedure was incidental to an advance

The Act of March 3, 1909, (35 Stat. 747), provides:

...to be paid by a disbursing officer of the
Department's Department and there is an insur-
ance to his official credit under the proper
appropriation or appropriations for the purpose, he
is authorized to make payment from the total avail-
able balance to his official credit. ***"

The same Act at page 730 gave similar authority to Ordnance dis-
bursing officers, and the Act of March 3, 1911, (36 Stat. 1085), gave
similar authority to Engineer disbursing officers.

The Act of July 9, 1916, (40 Stat. 878), which was limited to "the
present emergency", extended the above provisions to all disbursing offi-

...the Act of August 28, 1912 (36 Stat. 589), April 27, 1914, (38

...of the Treasury, Engineer and Medical Departments, respectively, to
make payment in settlement of transactions between it and other branches of
the War Department and between that department and others.

The Act of July 9, 1916, (40 Stat. 878), provided that "during the
present emergency" disbursing officers of the Army might entrust public
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ments as their agents, both the disbursing officers and their agents being
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made permanent in the Army Re-organization Act of June 4, 1920, (41 Stat.
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The extent and variety of the foregoing legislation concerning the
War Department in general, and as to the
War Department in particular, that ordinary Government payments should be
made by disbursing officers.

There was a slight exception to the general practice in cases
which disbursing officers referred to the Controller of the Treasury
for an advance ruling as provided for in Section 8 of the Treasury Act.

in any general class of cases. The procedure was incidental to an advance

ruling by the Comptroller upon a particular account or claim which had been referred to him by a disbursing officer. It did not give rise to any general power to prohibit payments by disbursing officers.

Section 305 of the Budget and Accounting Act amended Section 236 of the Revised Statutes to read as follows:

"All claims and demands whatever by the Government of the United States or against it, and all accounts whatever in which the Government of the United States is concerned, either as debtor or creditor, shall be settled and adjusted in the General Accounting Office."

The only material change in Section 236 made by the amendment was to substitute "General Accounting Office" for "Department of the Treasury". Section 236 was itself taken without change from Section 2 of the Act of March 3, 1817 (3 Stat. 366).

The terms of Section 305 are mandatory and all-inclusive. Section 236 had never been construed as meaning that the payment of ordinary Government liabilities and every step in their settlement must be in the Treasury Department, but it had been construed to mean that there could be no final adjustment of a claim for or against the United States except as made in the Treasury Department. In 4 Comp. Dec. 332, 335, it was said:

"The words 'settled and adjusted' as used in the above section 236 mean audited and certified by the accounting officers."

This is the meaning which I think must be given to the section as re-enacted in the Budget and Accounting Act. The re-enactment without change of a statute which had previously received long continued executive construction is an adoption by Congress of such construction. United States v. Falk, 204 U.S. 143, 152; United States v. Hermanos, 207 U. S. 337, 339.

Section 3622, R. S., requires every disbursing officer to forward his accounts to the proper department and requires the department, after examination, to pass them to the accounting officers of the Treasury for settlement.

Section 309 of the Budget and Accounting act provides:

"The Comptroller General shall prescribe the forms, systems, and procedure * * * for the administrative examination of fiscal officers' accounts and claims against the United States."

If disbursing officers should not disburse the public money they would have no accounts subject to "administrative examination". Sec-

being by the Controller upon a particular account or claim which

Section 305 of the Budget and Accounting Act amended Section 232 of the Revised Statutes to read as follows:

"All claims and demands whatever by the Government of the United States or against it, and all accounts whatever in which the Government or the United States is concerned, either as debtor or creditor, shall be settled and adjusted in the General Accounting Office."

The only material change in Section 232 made by the Amendment was Section 232 was itself taken without change from Section 2 of the Act of March 3, 1917 (4 Stat. 385).

The terms of Section 305 are mandatory and all-inclusive. Section

Department, but it had been construed to mean that there could be no final adjustment of a claim for or against the United States except as made in the Treasury Department. In 4 Comp. Dec. 355, 356, it was said:

"The words 'settled and adjusted' as used in the above section 305 mean settled and certified by

This is the meaning which I think must be given to the section as re-enacted in the Budget and Accounting Act. The re-enactment without change of a statute which had previously received legislative sanction is an indication of Congress of such consideration. 307 U. S. 257, 332.

his accounts to the proper department and requires the department, after examination, to pass them to the accounting officers of the Treasury for settlement.

Section 305 of the Budget and Accounting Act provides:

Controller General shall prescribe the forms, systems, and procedure for the examination of fiscal officers' accounts and claims against the United States."

of officers should not disburse the public money they subject to "administrative examination". Dec-

tion 309 makes it the duty of the Comptroller General to prescribe the "forms, systems and procedure" for the administrative examination of the Accounts of disbursing officers. The imposition of this duty shows that the Budget and Accounting Act contemplated that after its passage those fiscal officers authorized to make disbursements would pay out the public money so that their accounts would be forwarded for departmental examination as required by law.

Section 312 (d) of the same act provides as to the Comptroller General:

"He shall submit to Congress reports * * *
upon the adequacy and effectiveness of departmental
inspection of the offices and accounts of fiscal officers."

There would be no occasion for departmental inspection of the accounts of disbursing officers if they did not pay out the public funds. Section 312 (d) recognizes that such inspection will continue under the Budget and Accounting Act. This indicates that nothing in the act was looked upon as taking from disbursing officers their existing power of paying the ordinary obligations of the government upon presentation to them of proper vouchers.

In view of the foregoing I am of the opinion that the Secretary of War would not be justified by reason of anything contained in General Accounting Office General Regulations No. 13 in failing to make, or in permitting or requiring disbursing officers under him to refrain from making, payment as now authorized by law of transportation obligations created by and under authority of the Secretary of War; nor would he be justified in omitting, or in permitting or requiring the omission of, the administrative examination now required by law to be made of disbursing officers' accounts of such payments prior to the transmission of such accounts to the General Accounting Office for settlement.

Respectfully,

/s/

H. M. DAUGHERTY,
Attorney General.

and procedure for the administrative examination of fishing officers. The position of this examination is that fishing officers authorized to make disbursements would pay out so that their accounts would be forwarded for departmental examination by law.

(d) of the same act provides as to the Comptroller

"He shall submit to Congress reports * * * * *
from the agency and effectiveness of Government
inspection of the accounts and receipts of fishing officers."

There would be no occasion for departmental inspection of the accounts of disbursement officers if they did not pay out the public money. This is the position of the Department. This indicates that nothing in the act and Accounting Act. This indicates that nothing in the act and Accounting Act. This indicates that nothing in the act and Accounting Act.

In view of the foregoing I am of the opinion that the Secretary of the Department is justified in his opinion that the accounts of fishing officers should be examined by the Department. This is the position of the Department. This indicates that nothing in the act and Accounting Act. This indicates that nothing in the act and Accounting Act. This indicates that nothing in the act and Accounting Act.

Respectfully,

/s/ H. M. DAUGHERTY,
Attorney General.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

★ OCT 16 1926

February 24
January 1923

MEMORANDUM No. 419

Sale of Reports of Hearings.

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P.L. GLADMON.

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When the report is printed or typed in single spacing (approximately 500 words to the page), the charge should be at the rate of 20 cents per page.

Benny Wallace

Secretary.

W. L. Gladmon

UNITED STATES DEPARTMENT OF JUSTICE
BUREAU OF INVESTIGATION
WASHINGTON, D. C.

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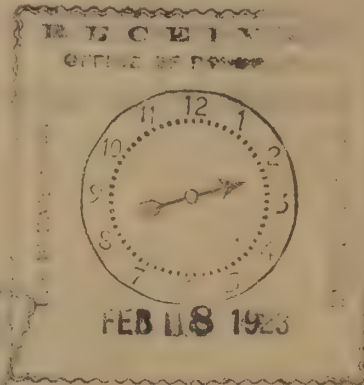
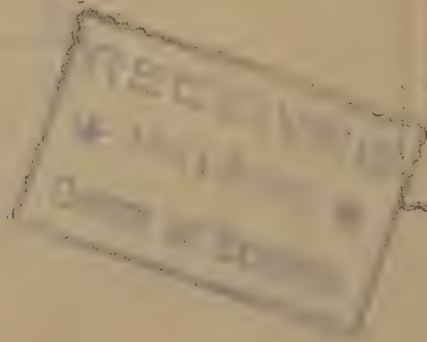
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U. S. DEPARTMENT OF AGRICULTURE
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WASHINGTON, D. C.

1/29/23

JAN 30 1923

Mr. Jump:

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Suggest it might be well to get information from Federal Trade Commission; Tariff Commission and Internal Revenue.

Wm. D. L.

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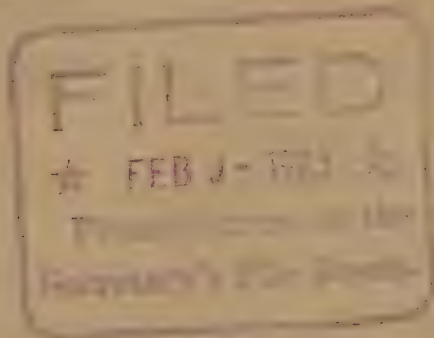
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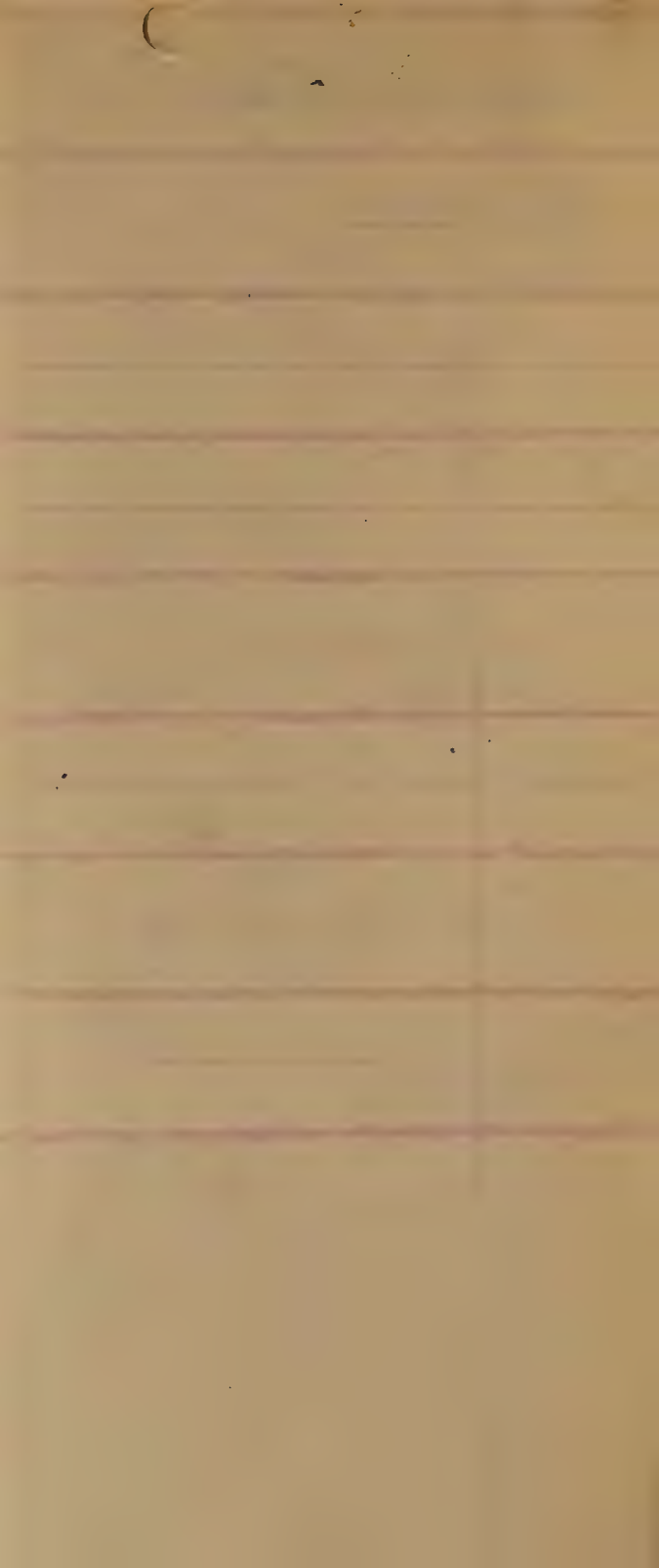
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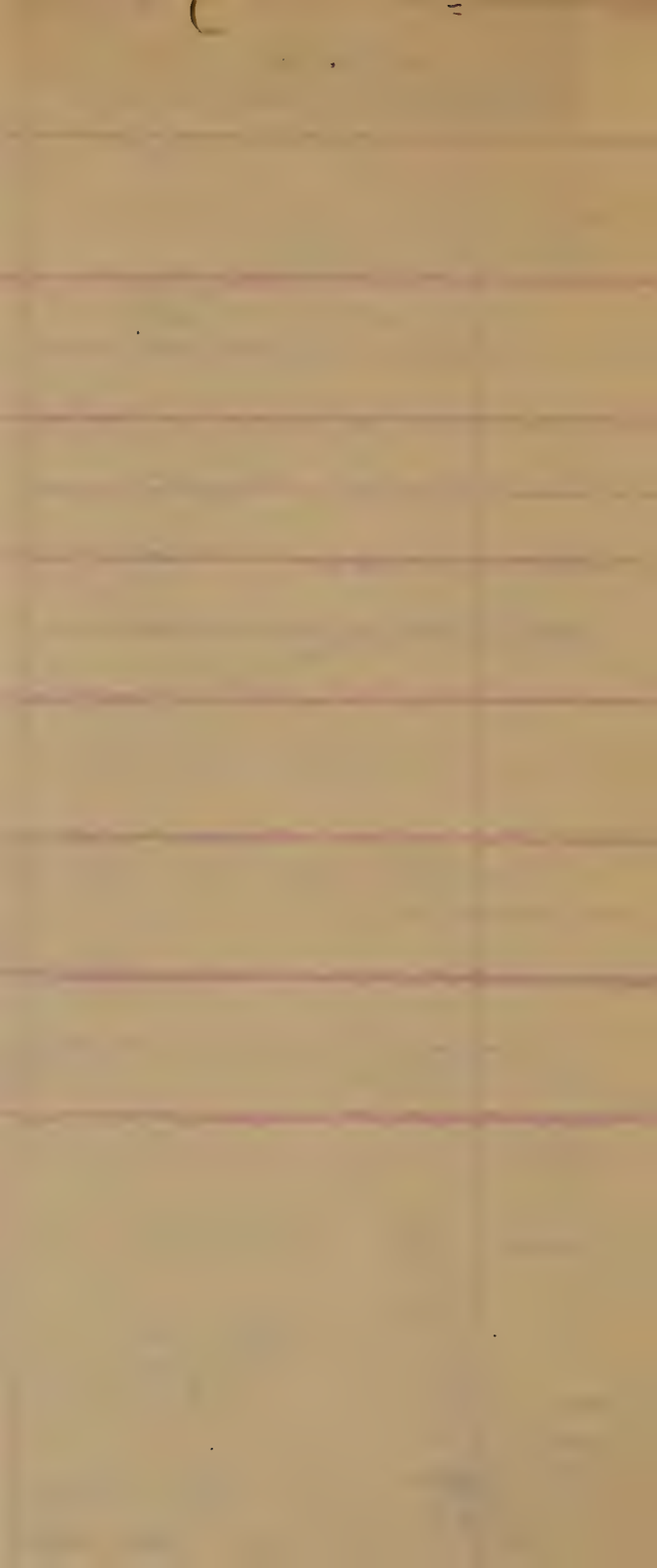
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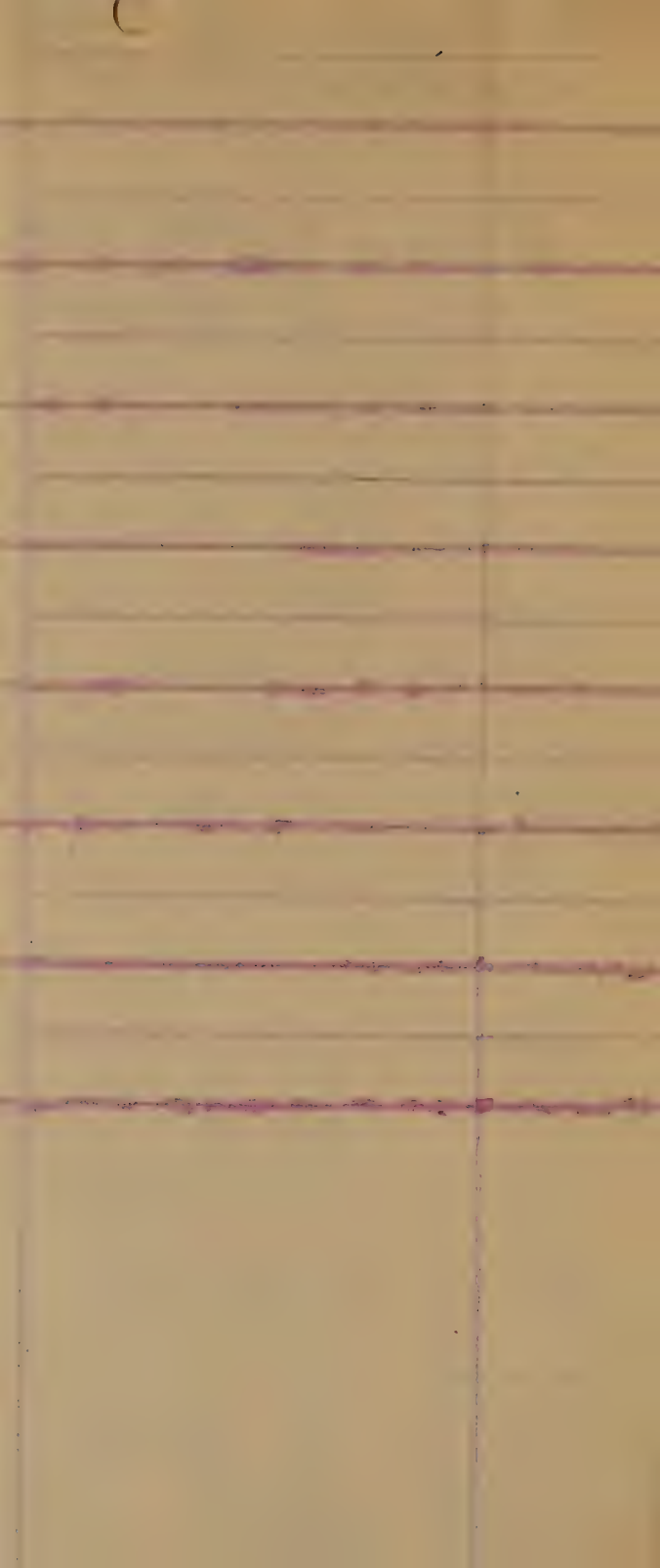
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3/31/13
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I have talked with
a number of the Depts.
and independent boards.
All of them either
consider their hearings
confidential, or else
have them reported by
outsiders, so we can't
get any precedent there.
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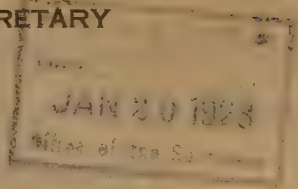


DEPARTMENT OF AGRICULTURE

OFFICE OF ASSISTANT SECRETARY

MEMORANDUM

EXHIBITS



January 19, 1923.

Mr. Jump:

I am quite sure the rate fixed by the Interstate Commerce Commission for the charge permitted to be made by the stenographers under contract to report its hearings is $12\frac{1}{2}$ cents per page of 25 lines pica type - either carbon or mimeographed copy. This is for "usual delivery" by which is meant two, three or five days. If delivered the night of the hearing or the next morning 15 cents per page is charged.

If, as I judge is the case, the Department has changed from pica type to elite type during the period in which it has permitted the stenographer to charge 10 cents per copy it has made a material reduction in its receipts.

[Handwritten signature]
H. C. Cox.

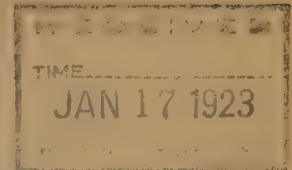
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United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

January 16, 1923.

MEMORANDUM FOR MR. W. A. JUMP.



Dear Mr. Jump:

The Federal Horticultural Board recently addressed a communication to the Advisory Committee on Finance and Business Methods in regard to the sale of reports of public hearings held by the Department, and suggested the issuance of a memorandum on the subject for the guidance of the various bureaus.

In considering the matter the Committee has been unable to find any instructions or regulations governing the sale of these hearings, although the present practice of charging 10 cents per page, 8 x 10 $\frac{1}{2}$, double spaced, was generally understood as having been officially authorized. This charge is intended to cover only the actual cost of making the copies, and the procedure, as outlined, has been followed in the Department for the past 15 years. However, the Committee considers it of sufficient importance to warrant the issuance of instructions on the subject and has therefore prepared the attached memorandum which it recommends be approved by the Secretary and promulgated.

Very respectfully,

Enclosure.

A. G. Appone
Chairman, Advisory Committee on Finance
and Business Methods.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

REPORT OF THE RESEARCH GROUP ON THE CHEMISTRY OF THE CARBON DIOXIDE SYSTEM

BY THE RESEARCH GROUP ON THE CHEMISTRY OF THE CARBON DIOXIDE SYSTEM

THE RESEARCH GROUP ON THE CHEMISTRY OF THE CARBON DIOXIDE SYSTEM
HAS BEEN ORGANIZED TO INVESTIGATE THE CHEMISTRY OF THE CARBON DIOXIDE SYSTEM
AND TO REPORT THE RESULTS OF THEIR RESEARCHES.

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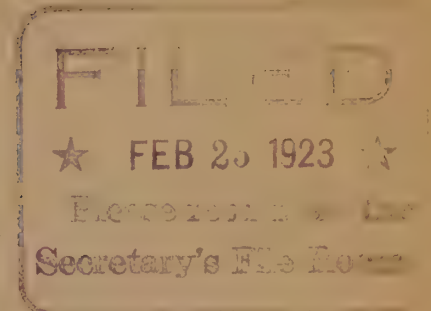
CHICAGO, ILL., 1911

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 16, 1923.

MEMORANDUM NO. 420

Amendment to the Fiscal Regulations.



Paragraph 32(g) of the Fiscal Regulations of the Department
is hereby amended to read as follows:

32. ACTUAL TRAVELING EXPENSES.

(g) Customary fees to cabin, deck, dining-room and bath stewards, not to exceed in the aggregate \$10 on trans-ocean steamers; \$1 a day between the continental United States and the Bermudas and the Bahamas, Central and South America, Cuba, Porto Rico, and other islands in the Caribbean Sea; 50 cents a day on coastwise, river, and lake steamers, and the hire of a steamer chair not to exceed \$1.50 for the trip.

Henry Wallace

Secretary.

Fiscal Regulations.

32. ACTUAL TRAVELING EXPENSES.-

(g) Customary fees to cabin, deck, dining-room and bath stewards (on transocean steamers), not to exceed in the aggregate \$10 (in the aggregate) on transocean steamers; (50 cents) \$1 a day between the continental United States and the Bermudas and the Bahamas, Central and South America, Cuba, Porto Rico, and other islands in the Caribbean Sea; (25) 50 cents a day on coastwise, river, and lake steamers, and the hire of a steamer chair not to exceed \$1.50 for the trip. (When the cost of subsistence on a steamer is included in the price of the ticket, fees to dining-room stewards will not be allowed.)

Omitted matter in heavy brackets ().

New matter underscored _____ .

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

January 27, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

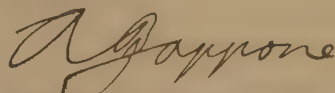
The Advisory Committee on Finance and Business Methods submits herewith a proposed amendment to paragraph 32(g) of the Fiscal Regulations of the Department.

The paragraph in question as it now stands permits reimbursement only for fees to cabin and deck stewards on transocean steamers, and prohibits absolutely reimbursement to employees for fees paid dining-room stewards when the price of meals is included in the cost of ticket. It also limits reimbursement for fees on steamers between the continental United States and the Bermudas, Bahamas, Central and South America, Cuba, Porto Rico, and other islands in the Caribbean Sea to 50 cents a day, and to 25 cents a day on coastwise, river and lake steamers.

The Committee sees no sound basis for depriving employees of reimbursement for fees to dining-room and bath stewards on steamers even though the cost of meals is included in the price of the ticket, and is of opinion that the present limitation of 50 cents a day on steamers between the continental United States and the Bermudas, Central and South America, etc., and 25 cents a day on coastwise, river, and lake steamers, are entirely inadequate and not comparable with the limitation of \$10 on transocean steamers. In the circumstances the Committee recommends that these limitations be increased to \$1 and 50 cents, respectively. In this connection it might be noted that employees traveling by train within the continental United States are entitled to waiter and porter fees aggregating 55 cents a day, which is in excess of the amount now proposed to be allowed on coastwise, river, and lake steamers.

It is therefore recommended that the attached memorandum be approved and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,



Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.



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DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

F

February 13, 1923.

MEMORANDUM NO. 421

FILE
P. L. GLADMON.

Establishment of Office of Accounts, Secretary's Office.

Incident to the transfer to the Office of the Secretary, on July 1, 1923, of certain activities of the present States Relations Service and the Division of Publications, there will be established on that date in the Office of the Secretary an Office of Accounts under the direction of a Chief Accountant, who shall be responsible for the administrative examination of all accounts and the maintenance of the necessary books and records of fiscal operations arising under all appropriations administered in the Office of the Secretary. In order that the Chief Accountant may exercise every precaution to safeguard the expenditure of funds in conformity with the law, all letters of authorization and requisitions, and such other money liability papers as may be necessary, shall pass through his office before issue.

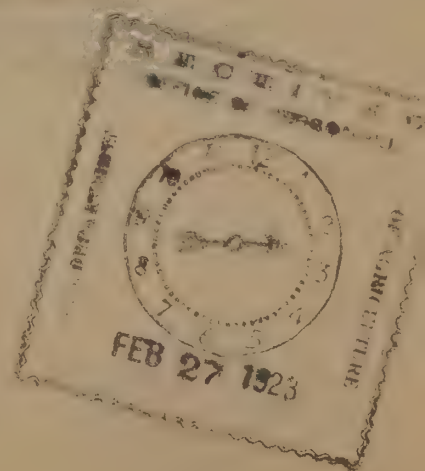
There will be transferred to the newly-created organization the necessary personnel of the accounting offices of the States Relations Service, Division of Publications, and of the Office of Inspection, together with all accounting books and records now maintained in the States Relations Service, the Division of Publications, and the Office of Inspection, and such property and office equipment as will become surplus in those organizations as a result of such transfers of personnel.

The consolidated accounting office herein established will serve the branches of the Office of the Secretary in the same manner as the several bureau accounting offices in the Department, and, in common with the other accounting offices, will be subject to such supervision by the Office of Inspection as is contemplated by Memoranda 86 and 356.

Accounting matters affecting the Department as a whole, and fiscal matters submitted to the Secretary from the various bureaus, will continue to be referred to the Office of Inspection.

Henry Wallace

Secretary.



SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

1/25/23

Dear Mr. Jump:-

This is a recast
of a first draft
shown to Mr. Brown
and changed
at his suggestion.
Mr. Ashley ~~hasn't~~
seen it; but since
he may be away
the rest of the
week and I'm
anxious to have
something under
way in the shape
of a memo, I'm
sending this down
for a reading.

Mr. Ashley saw
no reason why
your proposed letter
to Singleton should
not go out at once.

Very truly yours
L. B. Coombs

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MEMORANDUM.

January 17, 1923.

Mr. Jump:

It is rather difficult to say just how this should be handled but the idea is to get something started and I think that this will do it. Singleton is ready, only waiting for the word. This I am sure will meet with Mr. Pugsley's approval.

C

1. The first part of the paper is devoted to a general
discussion of the problem.

2. In the second part we shall consider the case of a
uniformly distributed load. It will be shown that the
deflection of the beam is proportional to the fourth
power of the length of the beam. This result is in
agreement with the theory of elasticity.

OFFICE OF
THE SECRETARY OF AGRICULTURE

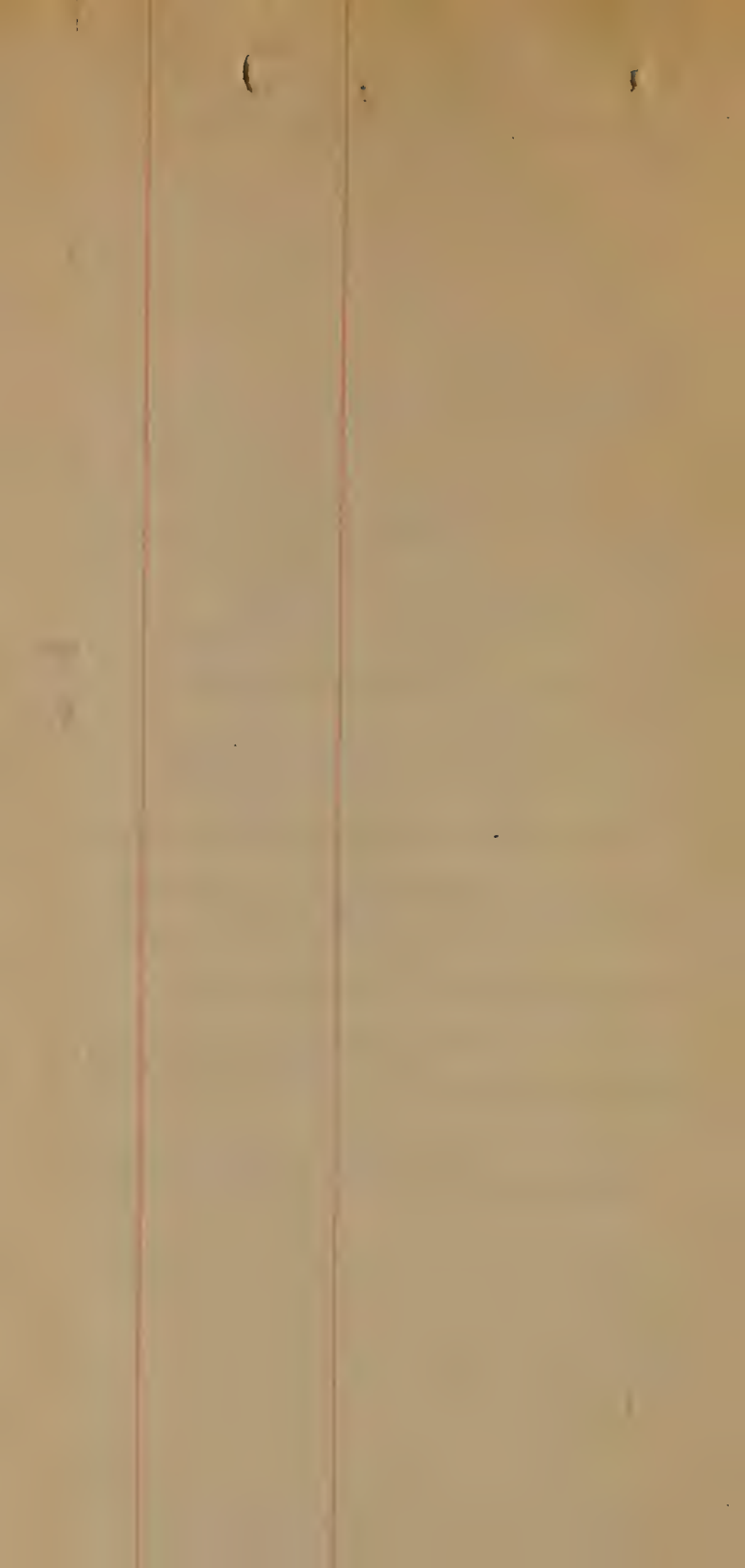
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Mr Cronin

I do not
recall Mr Ryker's
idea of how
this should
be handled
now - or do
you have
some other
way in mind?

I was somewhat
at a loss how
to handle
I

Make any suggestions
you have.

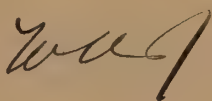


OFFICE OF
THE SECRETARY OF AGRICULTURE

January 11, 1923.

Mr. Secretary:

This will combine the accounting units for the Secretary's Office, Publications, Extension Work, Experiment Stations, etc., under the supervision of one of the most experienced accountants in the Department who is at present in charge of the accounting work for the States Relations Service.

A handwritten signature in dark ink, appearing to be 'W. A. G.', is written in a cursive style.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

January 6, 1923.

FILED
★ FEB 27 1923 ★
MEMORANDUM FOR THE SECRETARY.

Secretary's File Room.

Dear Mr. Secretary:

In view of the fact that it is most probable that the reorganization of the Department will be approved by Congress, I recommend that steps be taken immediately looking to the consolidating of the accounting work of what will be the Office of the Secretary under the new plan, including the present Office of the Secretary, the Offices of Editorial and Distribution Work, the Division of Extension and the Office of Experiment Stations.

I also recommend that Mr. F. E. Singleton, the present chief accountant of the States Relations Service, be placed in charge of the consolidated office and that he be directed to proceed immediately to organize the new office in accordance with the plan outlined in the attached papers.

The attached report was prepared by a committee of which Dr. True was chairman, for use in connection with the hearings before the Budget Bureau and the Committees of Congress. It would seem that under the plan suggested the accounting work can be handled most economically and efficiently.

Mr. Singleton, I understand, is a Government accountant of long experience and it seems unanimously agreed that he is the logical man to head the new office.

Sincerely,

W. L. Ingalls
Assistant Secretary.

(Enclosures)

Approved:

Henry Wallace
Secretary.

Copies sent Mr. Ashley, Gladmon, Reese, Pugsley, Cobbs, Hiscox,
Dr. True, Allen, Dr. C. B. Smith (State Relations); Mrs. Montgomery.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 16, 1923.

Mr. F. E. Singleton,

FEB 21 1923 ★

Through Dr. A. C. True, Director, States Relations Service.

Dear Mr. Singleton:

The Secretary has approved the consolidation of the accounting work of the Office of the Secretary on the basis of the report prepared by the committee of which Dr. True was chairman, and has designated you to proceed immediately to organize the new office in accordance with the plan outlined in the report and to assume charge of the consolidated office when organized. Because of the peculiar nature of the consolidated organization you will necessarily have a great many people with whom you will have to maintain satisfactory cooperative relations, and I hope you will keep in close touch with this office and the Office of Inspection and understand at all times that we desire to cooperate with you and help in your work in any way possible.

Sincerely yours,

(sya) *[Signature]*
Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

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Preliminary survey of accounting work, present and proposed, involved in plan for organization of new units in the Office of the Secretary in accordance with Estimates submitted for Fiscal Year 1924.

OFFICE OF THE SECRETARY

Accounting Work.

The accounting work of the Office of the Secretary is conducted by the Office of Inspection with the exception of the payroll work which is done in a section of the Chief Clerk's Office, and the cost accounting of the Mechanical Shops which is done at the Shops.

OFFICE OF THE CHIEF CLERK

Payroll Work.

Three separate payrolls are maintained: the Statutory roll, averaging 288 items, the Extra Labor roll which carries from 20 to 60 items, and the Mechanical Shops roll which carries an average of 125 items, an average aggregate of 450 items per half month.

The rolls are prepared in a section of the Chief Clerk's Office from a carbon copy of the preceding roll, on which is indicated in red ink such changes as have occurred since the previous roll was prepared. After preparation the rolls are sent to the Office of Inspection (Mr. Miller) for audit and scheduling to the Disbursing Clerk. Any changes affecting the roll after its preparation and before payment are handled by memorandum to the Disbursing Clerk. The Chief Clerk certifies and approves the rolls.

Three files are maintained, one of which carries copies of requests for appointments, appointment papers, certifications for Increase of Compensation, related papers, and correspondence. This file is in "jacket" form.

To assist all of them we have arranged to have a review of local and national economic conditions at present and
Your friend,
J. Edgar Hoover

... ..

[illegible]

THE UNIVERSITY OF CHICAGO

• 1911 •

Three separate payrolls are maintained: the factory roll, overhauling roll, and the repair labor roll which carries from 10 to 20 items, and the maintenance labor roll which carries an average of 125 items, an average of 450 items per half month.

The rolls are prepared in a section of the Civil Service Office from the original copies of the preceding roll, on which is indicated the roll number. After preparation the rolls are sent to the Office of Inspection (Mr. Miller) for audit and forwarding to the Disbursing Office. The copies of the rolls are then filed in the Disbursing Office and before payment is made by check to the contractor the rolls are audited and approved by the Disbursing Office. The rolls are then filed in the Disbursing Office and are available for reference by the Disbursing Office.

A card file (cards about 8" x 10") is maintained which summarizes all historical data, changes in appointments, promotions, etc. This is prepared from information shown on the appointment jacket file and is used principally for statistical purposes. A second card file (cards about 5" x 8") on which is recorded salary payments with indicated amounts of the C.S.R. & D.F. deductions and increase of compensation, is also maintained.

There are other minor informational records used for statistical purposes maintained in this section but they need not be considered from an accounting standpoint.

The work described occupies approximately one-half the time of two clerks a considerable portion of which is devoted to making adjustments due to employees not working the full period. Most of the adjustments occur on the Mechanical Shops and Extra Labor rolls, the changes often occurring within a few hours of the time of paying off. This necessitates the closest possible contact with the Disbursing Office, the Shops and the Chief Clerk's Office.

It is believed that the new accounting organization could assume this work without transfer or detail of clerks by merging it with the present payrolling section of the S. R. S. bureau accounting office which has well organized payroll machinery and could readily be expanded to accomodate the additional work by diverting the services of the field payrolling clerks for a few days each month.

OFFICE OF INSPECTION

Pay vouchers are received from the payroll section of the Chief Clerk's Office and are audited and scheduled to the Disbursing Clerk. They are entered

The first of these is the fact that the material is not
uniformly distributed, and is in some places, particularly
in the center of the sheet, where it is most abundant.
The second is the fact that the material is not
uniformly distributed, and is in some places, particularly
in the center of the sheet, where it is most abundant.
The third is the fact that the material is not
uniformly distributed, and is in some places, particularly
in the center of the sheet, where it is most abundant.

There are other minor irregularities which need not be
mentioned in this section and need not be considered from an
accounting standpoint.

The work described occupies approximately one-half the time of two
employees, of which is devoted to making adjustments and
to employees not working the full period. Most of the adjustments occur on
the Wednesday, Friday and Saturday labor days, the changes often occurring within
a few hours of the time of laying off. This necessitates the closest possible
contact with the Accounting Office, the Shop and the Chief Clerk's Office.
It is believed that the accounting organization could handle this
work without a transfer of detail of clerks by moving it with the present
payroll section of the U. S. Bureau Accounting Office which has well
organized payroll machinery and could readily be expanded to accommodate the
additional work by diverting the services of the field payroll clerks for
a few days each month.

RECOMMENDATIONS

Any transfer are received from the payroll section of the Chief Clerk's
Office and are edited and recorded in the Accounting Office. They are then

in the books in total only, individual records being maintained (as stated above) in the payroll section of the Chief Clerk's Office. Approximately 150 payroll and salary vouchers were examined and scheduled during the Fiscal Year 1922.

Miscellaneous Expenses:

Reimbursement and Passenger Accounts:- About seventeen employees were authorized to travel on this fund during the Fiscal Year 1922 resulting in approximately 275 passenger and reimbursement vouchers. These two classes of accounts are not separated on the books but are combined under Letter of Authorization accounts with the addition of a classified record of "Objects of Expenditure" for each account. Therein it differs from the record maintained by the Bureau Accounting Office of the S. R. S. which includes an expenditure control account of "Objects of Expenditure" for the entire appropriation, but does not maintain one for each individual account.

Freight, express, drayage, telegraph and telephone accounts are all paid under a general Letter of Authorization in favor of Mr. R. M. Reese, the "Object of Expenditure" classification being indicated on the right hand page in the same manner as with a travel authorization letter.

The number of vouchers of these classes handled for the Fiscal Year 1922 was approximately as follows:

Freight and drayage	23
Express	45
Telegraph	28
Telephone	24

Total 120

...but does not mean that the individual is not a member of the community.

1. The first of these is the fact that the Commission has not yet received any information from the Government of the United States regarding the activities of the Committee for the Liberation of the People of the South (CLPS) in the United States.

THE NUMBER OF VOTES OF EACH CANDIDATE FOR THE OFFICE OF
SHERIFF OF THE COUNTY OF ALABAMA, IN THE YEAR 1901,
WAS AS FOLLOWS:

The balance of the vouchers handled, approximately 2,175, were for miscellaneous supplies, making a total of 2,717 vouchers for "Miscellaneous Expenses" for the Fiscal Year 1922.

Two supply sections are maintained in the Office of the Secretary, one for the Mechanical Shops and one for the other units of the Office of the Secretary.

Rent of buildings in the District of Columbia:

The accounting for "Rent of Buildings" is done in the Office of Inspection and involved a total of 302 vouchers during the year 1922.

OFFICE OF EXHIBITS

Ten projects are carried under this appropriation, a separate account being maintained for each.

Approximately 25 employees are provided with travel authorizations, the travel being performed principally during the Fair season, i.e., September to December. About 50 reimbursement vouchers were handled during the Fiscal Year 1922.

The expenditures for the Fiscal Year 1922 may be briefly and approximately summarized as follows:

Freight and express	\$ 3,500.00
Travel	8,000.00 (50 vouchers)
Salaries	16,000.00
Misc. expenses for supplies	
and exhibit material, equip-	
ment, etc., connected with	
Exhibit Work	42,500.00
Total	<u>70,000.00</u>

The balance of the year was \$1,111.11, which was the amount of the year's income, less a total of \$1,111.11 for the year 1933.

Two surplus sections are retained in the office of the Secretary, and the balance of the year's income is the balance of the year's income.

Balance of buildings in the District of Columbia:

The balance of the year's income is the balance of the year's income, less a total of \$1,111.11 for the year 1933.

Balance of buildings in the District of Columbia:

The balance of the year's income is the balance of the year's income, less a total of \$1,111.11 for the year 1933.

The balance of the year's income is the balance of the year's income, less a total of \$1,111.11 for the year 1933.

The balance of the year's income is the balance of the year's income, less a total of \$1,111.11 for the year 1933.

summarized as follows:

Freight and express	\$ 8,500.00
Travel	8,000.00 (50 vouchers)
Carriage	10,000.00
Misc. expenses for supplies and exhibit material, equipment, etc., connected with Exhibit Work	42,500.00
Total	70,000.00

Total vouchers, approximately 450.

14 vouchers for extra labor under the Extra Labor Allotment were handled.

Accounting System and Procedure, Office of Inspection.

The accounting system is simple and covers the needs adequately. An allotment ledger is maintained in which is recorded the amount of the appropriation, and allotments to the various projects or sections are listed as charged to the appropriation and distributed by quarters.

A separate account is maintained for each of the allotments, the amount of the allotment being first entered and liabilities as they occur are charged against the allotment. The classified record of "Objects of Expenditure" is maintained on the same form.

Letters of Authorization are prepared in the Office of Inspection, and after approval are entered as a liability against the allotment involved. When a voucher is received, examined, and approved the entry is completed and the amount carried to the "Object of Expenditure" classification.

Requisitions are prepared in the two supply divisions, sent to the Office of Inspection for examination, and after approval by the Chief Clerk are recorded as a liability. When voucher is passed for payment the entry is completed and the amount carried into the proper classification column.

Total vouchers, approximately 450.

It is suggested for consideration that the above figures be

handled.

Accounting System and Procedure, Office of Inspection.

The accounting system is simple and covers the needs adequately. An
alignment system is maintained in which is recorded the amount of the
voucher, and alignment to the voucher, without or without the list of
charged to the appropriation and distributed by quarters.
A separate account is maintained for each of the alignment. The amount
of the alignment is maintained in the ledger and the amount is charged
against the alignment. The alignment is maintained in the ledger and
maintained on the same form.

Letters of investigation are prepared in the Office of Inspection, and
after approval are sent to the field office for investigation.
When a voucher is received, a copy is sent to the field office for
and the amount is sent to the field office for investigation.

Requisitions are prepared in the two supply divisions, sent to the
Office of Inspection for examination, and after approval by the Chief Clerk
are sent to the field office. The voucher is sent to the field office
is completed and the amount is sent to the field office for investigation.

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DIVISION OF PUBLICATIONS

The accounting work of the Division of Publications comprehends three separate and distinct features: (1) General Expenses and Statutory Payroll; (2) accounting in connection with addressograph, duplicating and multigraph work performed for the bureaus, and (3) accounting for the \$800,000 "Printing and Binding" fund, consisting entirely of transactions between the various bureaus of the Department and the Government Printing Office.

General Expenses and Statutory Salaries:

The volume and scope of the accounting work in this group has been briefly summarized as follows:

Average purchase orders for year	1,300
" vouchers " "	2,000
" shop requests " "	700
" telegrams " "	275
" reimbursement " "	20

Statutory Payroll prepared twice a month with changes.

Preparation of salary accounts.

Audit and coding of all vouchers.

Correspondence relating to accounts.

Monthly statements to sections in re expenditures and to Mr. Zappone (liability) are also prepared.

The accounting work is organized in much the same manner as that in the Office of Inspection, the same form being used. The salary record, however, is in loose-leaf form with historical data and liability on the left hand

REVENUE DEPARTMENT

The accounts of the Division of Revenue and Customs are
kept in the following manner: (1) General Accounts and (2) Special Accounts.
(1) General Accounts are kept in the following manner: (a) Accounts of the
Revenue Department and (b) Accounts of the Customs Department.
(2) Special Accounts are kept in the following manner: (a) Accounts of the
Revenue Department and (b) Accounts of the Customs Department.
The accounts of the Revenue Department and the Customs Department are kept in the
following manner: (a) Accounts of the Revenue Department and (b) Accounts of the
Customs Department.

REVENUE DEPARTMENT AND CUSTOMS DEPARTMENT

The volume and scope of the accounting work in this group are as follows:

briefly summarized as follows:

1,000		Revenue Department	Revenue Department
2,000		"	"
700		"	"
275		"	"
25		"	"

Revenue Department and Customs Department

Revenue Department and Customs Department

Audit and coding of all vouchers.

Revenue Department and Customs Department

Revenue Department and Customs Department

(Revenue Department and Customs Department)

The accounting work is organized in such a manner as to be in line

with the Department and the Customs Department. The salary record, however,

is in line with the Department and the Customs Department.

- 7 -

page and payments on the right hand page which is in columnar form, separate columns being provided for each month of the fiscal year.

A personnel file of copies of requests for appointment, appointment papers, increase of compensation certificates and related papers is maintained. The entire time of one clerk is employed in this work.

The accounting in connection with the addressograph, duplicating and multigraph work is largely cost keeping, involving the computation of the cost of work performed for the bureaus, and rendering monthly statements to the bureaus showing the status of allotments to the Division of Publications for such work. This may properly be considered an operating record, since no actual money transactions occur. Reimbursement for the work is made by the bureaus in the form of direct settlement of vendors accounts for paper, envelopes, etc., procured on Purchase Orders of the Division of Publications. This work requires the entire time of one clerk.

The accounting for the \$800,000 "Printing and Binding" fund involving transactions with the Government Printing Office requires the entire time of one clerk. All payments from the fund are made by Disbursing Clerk's checks to the Public Printer and the work seems clearly to be an accounting proposition for which the chief of the new accounting office would be responsible. This would of course necessitate the maintenance of a record of allotments, liabilities, and expenditures in his office and if duplication is to be avoided it would seem logical and in the interest of economy to transfer the entire record as now kept and the employee to the new organization.

U.S. DEPARTMENT OF COMMERCE

collected being provided for each month of the fiscal year.

The principal responsibility for the new situation in Germany has been placed in connection with the economic, engineering and scientific work of the German people. The German people are now the only ones who are able to produce the goods and services which are essential to the life of the German people. The German people are now the only ones who are able to produce the goods and services which are essential to the life of the German people.

These two associations, the National Association of Manufacturers and the National Association of Manufacturers, are the only two associations of manufacturers in the United States.

1. История и политика в СССР и за рубежом в 1989 году.

in the form of direct and indirect payments of various amounts for a fee, whether, etc.,

...to maintain and to protect ourselves as best we can.

to exist within a religious belief system, and the religious

to the public without any work being done in order to be an accident.

It would be a good idea to have a letter of introduction, and a letter of recommendation, from the local office, to the office of the local office, to the office of the local office.

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the treatment of evidence is essential and the kind of evidence it contains is essential to the treatment of evidence.

STATES RELATIONS SERVICE

To permit comparison of the volume of work at present handled by the Bureau Accounting Office, States Relations Service, with the volume which would be handled by the proposed new organization of which it is to be the nucleus, a resume of ordinary operations is submitted.

Bureau Accounting Office.

The force consists of eighteen persons engaged in all phases of accounting involved by a bureau personnel of more than 4,000, dealing directly with Federal appropriations amounting to approximately \$2,000,000 and cooperatively with Federal and State funds aggregating \$13,100,000. The office handles an average of about 8,000 vouchers yearly involving the administrative examination of more than 100,000 items. It prepares all Washington and field payrolls, a total of about 2,600 vouchers carrying approximately 40,000 items and administratively examines, records, classifies, and codes the accounts of five disbursing agents located respectively in Alaska, Hawaii, Porto Rico, Guam, and the Virgin Islands. It passes on all requests for requisitions, bids, travel letters, etc., routes freight shipments, prepares letters of authorization, transmits requisitions, bills of lading, etc., prepares all financial reports and statements, and conducts practically all correspondence having to do with the financial administration of the bureau.

The office occupies four rooms (602-605) at 220 14th St., S. W., which contain some 1,547 sq. ft., supplemented by storage cases for book and card records, files, and supplies in the adjoining corridor occupying 86 sq. ft. and storage room for transfer files of both records and correspondence, of

236 sq. ft. in the basement, making a total occupied space of 1,869 sq. ft.

A comparative statement of appropriations, personnel, and estimated volume of work, concerned in the proposed reorganization follows. Only funds disbursed by the Department are included.

<u>Appropriations</u>	<u>1923</u> <u>States Relations</u> <u>Service</u>	<u>1924 (Estd.)</u> <u>Office of the</u> <u>Secretary</u>
Statutory Salaries	\$ 204,660.00	\$
Colleges & Stations	68,700.00	
Insular Experiment Stations	210,000.00	
Extension Work	1,300,000.00	
Gen'l Administrative Exps.	12,600.00	
Home Economics	50,000.00	
Office of the Secretary (proper)		805,386.00
Office of Edit. & Dist. Work		1,011,520.00
Office of Experiment Stations		269,300.00
Office of Extension Service		1,381,950.00
T o t a l	\$1,845,960.00	\$3,468,156.00

Personnel

Washington:

Statutory - - - - -	180	570
Lump Fund - - - - -	101	200
	<u>281</u>	<u>770</u>
Field: - - - - -	3,764	3,764
T o t a l - - - - -	<u>4,045</u>	<u>4,534</u>

236 sq. ft. in the basement, making a total occupied space of 1,868 sq. ft.

A comparative statement of expenditures for the year 1968 is as follows:

The following table shows the expenditures for the year 1968:

Expenditures for the year 1968

Item	Amount	Category
Salaries	1,381,260.00	Personnel
Benefits	229,260.00	Personnel
Travel	1,011,520.00	Personnel
Supplies	805,366.00	Personnel
Telephone	50,000.00	Personnel
Postage	210,000.00	Personnel
Printing	15,000.00	Personnel
Equipment	15,000.00	Personnel
Repairs	15,000.00	Personnel
Utilities	15,000.00	Personnel
Insurance	15,000.00	Personnel
Security	15,000.00	Personnel
Food	15,000.00	Personnel
Medical	15,000.00	Personnel
Dental	15,000.00	Personnel
Optical	15,000.00	Personnel
Pharmacy	15,000.00	Personnel
Transportation	15,000.00	Personnel
Communication	15,000.00	Personnel
Information	15,000.00	Personnel
Research	15,000.00	Personnel
Development	15,000.00	Personnel
Testing	15,000.00	Personnel
Validation	15,000.00	Personnel
Verification	15,000.00	Personnel
Documentation	15,000.00	Personnel
Record Keeping	15,000.00	Personnel
Reporting	15,000.00	Personnel
Analysis	15,000.00	Personnel
Interpretation	15,000.00	Personnel
Conclusion	15,000.00	Personnel
Summary	15,000.00	Personnel
Total	\$1,045,260.00	

Expenditures for the year 1968

Personnel

Salaries	1,381,260.00
Benefits	229,260.00
Travel	1,011,520.00
Supplies	805,366.00
Telephone	50,000.00
Postage	210,000.00
Printing	15,000.00
Equipment	15,000.00
Repairs	15,000.00
Utilities	15,000.00
Insurance	15,000.00
Security	15,000.00
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Medical	15,000.00
Dental	15,000.00
Optical	15,000.00
Pharmacy	15,000.00
Transportation	15,000.00
Communication	15,000.00
Information	15,000.00
Research	15,000.00
Development	15,000.00
Testing	15,000.00
Validation	15,000.00
Verification	15,000.00
Documentation	15,000.00
Record Keeping	15,000.00
Reporting	15,000.00
Analysis	15,000.00
Interpretation	15,000.00
Conclusion	15,000.00
Summary	15,000.00
Total	\$1,045,260.00

- 10 -

Volume of Work

Pay vouchers - Washington	170	342
Field	2,600	2,600
Reimbursement vouchers	600	850
Supply "	350	4,250
Passenger "	1,400	1,500
Freight "	250	300
Express "	100	200
Telegraph "	400	500
Miscellaneous "	200	500
Insular " (all classes)	2,000	2,000
T o t a l	8,070	13,042

From the above it appears that the new organization will be charged with the accounting for appropriations 47% greater than the present appropriations of the States Relations Service and that the volume of work will be 39% larger. It is believed, however, that this increased load can be successfully carried with a 20% addition to the force, inasmuch as the present accounting office is organized by sections, each handling a given class of work and some portions of the additional work can be merged into these sections without creating an undue load. The employees transferred can then be assigned to their logical sections thereby creating a well balanced organization whose combined and sustained effort should insure the accomplishment of the larger task with satisfactory expedition and some saving in services.

THE UNIVERSITY OF CHICAGO

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UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C. JLW

November 14, 1922.

MEMORANDUM FOR THE ASSISTANT SECRETARY

Dear Dr. Pugsley:

I am sending herewith the report on the Accounting Office for the reorganized Secretary's Office, together with a statement of a survey of the different divisions of the Secretary's Office and chart showing the reorganization.

Very truly yours,



Director.

THE UNIVERSITY OF CHICAGO

PHILOSOPHY

DEPARTMENT OF PHILOSOPHY

CHICAGO, ILL.

Report of Committee on organization of a central accounting office to serve the various units of the Office of the Secretary as contemplated by plan submitted in the Estimates for the Fiscal Year 1924.

Dr. A. C. True, Chairman.

Memorandum for the Secretary.

November 14, 1922.

Dear Mr. Secretary:

In order that the proposed reorganized units of the Office of the Secretary, as contemplated by the plan submitted in the Estimates for the Fiscal Year 1924, may be suitably, efficiently, and economically served in the matter of accounting, it is the recommendation of your Committee that there be established and maintained a central fiscal office to be known as the Office of Accounts, Office of the Secretary, and to be under the immediate direction and supervision of Mr. F. E. Singleton, the present Chief Accountant (Assistant in Finance and Accounts) of the States Relations Service, who shall be directly responsible to the Secretary.

The present Bureau Accounting Office, States Relations Service, with a personnel of eighteen, should be used as the nucleus of the new organization, to which should be added by transfer or detail such financial clerks of the units involved as may be necessary for the most successful conduct of the work.

Assuming that the plan presented in the Estimates will be accepted by the Congress, it is believed that immediately following the passage of the Agricultural Appropriation Act, preliminary steps for the organization of the new fiscal office should be taken and, this effected, the official in

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Dr. A. G. True, Chairman.

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charge, in collaboration with the Office of Inspection, should proceed in the standardization of forms, methods, and procedure to be used in the financial work of the various units and the accounting office. This seems essential in order that any needed forms may be printed and the books fully organized prior to the opening of the new fiscal year. It will undoubtedly prove desirable also to effect the physical organization of the new accounting office somewhat prior to the termination of the current fiscal year in order that there may be as little confusion as possible in the transition from one year to another.

A general survey has been made of the scope and volume of accounting work, present and proposed, involved in the plan for the organization of new units in the Office of the Secretary, the details of which are appended, together with a tentative chart of the major activities of the proposed organization. A careful study of the results of the survey has developed the following conclusions which are presented for your consideration.

There seems no question but that economy, efficiency, and expedition will best be obtained through the establishment of a central fiscal office to serve the proposed new organization, nor that the end sought will be most readily and economically reached through the use of the present fully organized and experienced S. R. S. bureau accounting office as the nucleus of the central fiscal office. It has been recommended that the office be placed under the immediate direction and supervision of the present chief of the S. R. S. accounting office, Mr. F. E. Singleton, and that he be made directly responsible to you or your designated representative. It is believed that he

[illegible]

- 3 -

should be clothed with ample authority to administer the affairs of the office to the best possible advantage both of the Department and the individual units of the organization.

The survey shows that there are at present engaged in accounting and related work in the office of the Chief Clerk, Inspection, and the Division of Publications, seven employees, four of whom devote their full time and three about half time to the work. Of the four devoting full time, one is engaged in what may properly be considered as cost keeping rather than accounting and should be retained in the Division of Publications. It is the opinion of the Committee that three of the full time employees should be transferred to the new fiscal office, one from the Office of Inspection and two from the Division of Publications, thereby releasing the services of three half time employees to other duties.

In the matter of location, the Committee is strongly of the opinion that the space now occupied by the S. R. S. accounting office should be utilized by the new fiscal office. The rooms are well lighted (an essential for accounting work), readily ventilated, and of a size which permits segregation of work by classes and most economical emplacement of employees and equipment, a considerable part of the latter having been built to fit certain sections of the rooms. The four rooms contain 1,547 sq. ft. of space now housing eighteen employees and by some minor rearrangement can undoubtedly be made to accommodate the three additional employees proposed. The office space is supplemented in the adjoining corridor by 86 sq. ft. of specially built

It is desired that this letter be held confidential to the individual and not be

the Committee is strongly of the opinion

... ..

We regret to share with you the news that the ...

- 4 -

cases for book and card records, and files which are in constant use, and in the basement by 236 sq. ft. of transfer storage space. It is doubtful if any other space could be provided which would offer so economical and satisfactory housing.

Moreover, the Office of Extension Work and Office of Experiment Stations will be two of the largest units in the new organization and if allowed to remain in their present quarters it will be of great advantage to the accounting office to be located in the same building. The accounting office does not only the payrolling for all Washington employees but also for the more than 3,700 Extension field employees and this latter work will be greatly expedited by close contact with the Office of Extension Work.

SUMMARY OF RECOMMENDATIONS

1. That one Office of Accounts be established and maintained for the Secretary's branch of the Department under the proposed reorganization;
2. That it be under the direction of Mr. F. E. Singleton, reporting directly to the Secretary;
3. That the present accounting personnel (18) of the States Relations Service constitute the nucleus of the new Office with the addition of three employees, one from the Office of Inspection, and two from the Division of Publications; and

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SUMMARY OF RECOMMENDATIONS

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directly to the Secretary;

3. That the ... of ... be established and maintained ...
4. That the ... of ... be established and maintained ...

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- 5 -

4. That the Office of Accounts, as reconstituted, remain in its present location.

Respectfully submitted,

.....*Al True*.....
Chairman.

.....*Wm Reese*.....

.....*Alex. McC. Ashley*.....

.....*H. J. Semaree*.....

.....*W. G. Livingston*.....

Approved:

.....
Secretary.

4. That the Office of Accounts, as reconstituted, remain in its

present location.

Very truly yours,

Wm. H. ...

Wm. H. ...

Wm. H. ...

Wm. H. ...

Wm. H. ...

Wm. H. ...

.....
Wm. H. ...

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

FILED
FEB 16 1923
Please return to
the Secretary's File Room

February 28, 1923.

MEMORANDUM NO. 422

Cooperation in Correspondence.

FILE
P.L. GLADMON.

It is desirable that the method of handling correspondence pertaining to matters dealt with by more than one bureau be uniform throughout the Department, and that such correspondence be handled in a spirit of cooperation between the bureaus. Keeping in mind the correspondent's point of view is essential and the plan followed should be one that will give him prompt and satisfactory information. The following procedure should be followed:

1. If the letter includes a request for information concerning the technical work or administrative policies of more than one bureau, the receiving bureau should answer the inquiry regarding its own work and state that the letter is being referred to the appropriate bureau for further reply. With the reference to the other bureau the original or a copy of the correspondent's letter should be sent, accompanied by a copy of the reply in order that the other bureau may be informed of the action already taken.

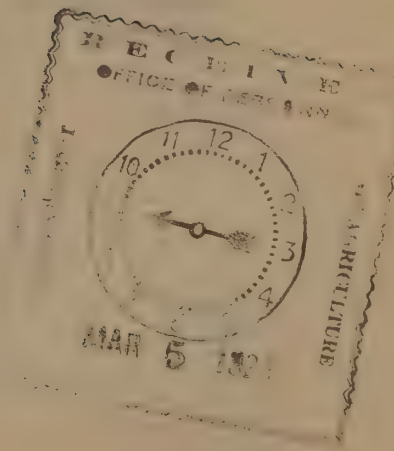
2. When the matter dealt with by another bureau concerning which inquiry is made is of only a minor character it is ordinarily sufficient for the bureau receiving the inquiry to secure the necessary information from the second bureau over the telephone or in such other informal way as will furnish it promptly, and send the correspondent a complete reply.

3. Where the reply is for the signature of the Secretary the reply should not be presented until it bears the initials of the chiefs of all bureaus concerned in the subject matter, including the initials of the Solicitor, if a legal point is involved.

Henry Wallace

Secretary.

Wuf



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF CHEMISTRY
WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

FEB 3 - 1923.

Mr. A. Zappone, Chairman,

Advisory Committee on Finance
and Business Methods.

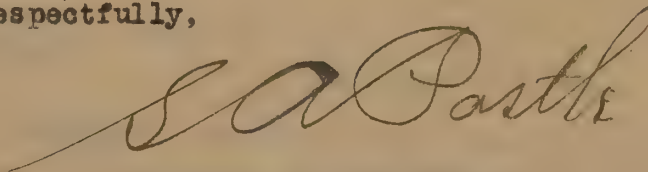
Dear Mr. Zappone:

SECRETARY'S FILE ROOM.

There appears to be no uniform method of handling correspondence which requires attention by more than one Bureau of the Department. In some cases part of the correspondence is given attention by one bureau and the letter itself then referred to another bureau for further attention. In other cases a copy of the letter is referred, and in still other cases neither a copy of the letter nor the original letter of inquiry is referred, but a form is filled out showing the name and address of the correspondent, and stating that he desires information relative to certain subjects. You can very readily see that this latter form does not give the second bureau very complete information as to just what the correspondent wants.

I am calling this to your attention in the belief that your Committee could very properly and profitably work out some uniform method of handling this class of correspondence.

Respectfully,



Assistant to the Chief.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

RECEIVED
TIME
FEB 23 1923

February 23, 1923.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods recently received a communication from Mr. S. A. Postle, Assistant to the Chief, Bureau of Chemistry, in regard to the method of handling correspondence which requires attention by more than one bureau of the Department. He suggested that some uniform method of handling such correspondence be worked out and adopted.

It appears that in some cases part of the correspondence is given attention by one bureau and the letter itself then referred to another bureau for further attention; in other cases a copy of the letter is referred, and in still other cases neither a copy of the letter nor the original letter of inquiry is referred, but a form is filled out showing the name and address of the correspondent and stating that he desires information relative to certain subjects. This latter form does not give the second bureau very complete information as to just what the correspondent wants.

The Committee has carefully considered the matter and feels that as there should be uniformity and full cooperation between the bureaus that a memorandum on the subject should be issued by the Secretary. It has therefore prepared the attached draft of memorandum and recommends that same be approved and promulgated.

Very respectfully,



Chairman, Advisory Committee on Finance
and Business Methods.

Enclosure.

The Committee on the subject of the
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Respectfully,
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

~~FILED~~
★ MAR 16 1923
Please return to
Secretary's File

March 1, 1923.

MEMORANDUM NO. 423

FILE
P. L. GLADMON.

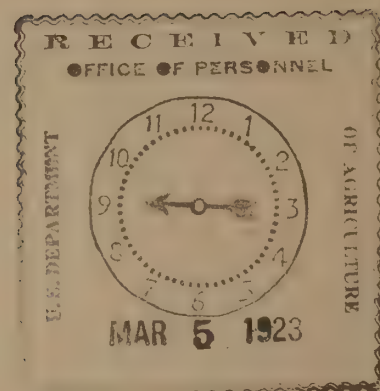
Spacing of Letters.

The last sentence of the first paragraph of Par. 139 of the Administrative Regulations, relating to the preparation of correspondence, is hereby revoked, and the following substituted:

"Paragraphs should be indented seven spaces. Double spacing should be used if the letter, so spaced, can be placed on one page. If double spacing would cause the use of another page, or if the letter, however spaced, will require more than one page, single-spacing should be used."

Samuel Wallace

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILE March 3
★ OCT 16 1935, 1923.

MEMORANDUM No. 424 Please return to
the Secretary's Office

Amendment to the Fiscal Regulations.

FILE
P.L. GLADMON.

Paragraph 32(h) of the Fiscal Regulations of the Department
is hereby amended to read as follows:

32. ACTUAL TRAVELING EXPENSES.-

(h) Customary charges for subsistence, except as provided in paragraph 32(r), not to exceed in the aggregate \$5 for any one day. These charges will include all expenses incurred for meals, lodging, bath, personal use of room at hotel during the daytime, waiter fees not exceeding 30 cents in any one day; laundry, cleaning and pressing clothes, not exceeding an aggregate of \$12 for each period of thirty days, or a proportionate amount thereof for fractional parts of a thirty-day period. Employees will enter charges for laundry and for the cleaning and pressing of clothes in their reimbursement accounts on the dates of payment, and in the administrative examination of the accounts the aggregate of all such charges within the aforesaid maximum will be allowed to the extent that subsistence expenses, including charges for laundry and for the cleaning and pressing of clothes, do not exceed the maximum authorized by law. Laundry periods shall begin with the first day of travel as shown by each account, except that when two or more trips are covered by one account, the first day of each trip shall constitute the beginning of a period. Charges for laundry and for the cleaning and pressing of clothes shall not be brought forward from a previous account or trip. Receipts for laundry and for the cleaning and pressing of clothes must be submitted or a statement filed with the reimbursement account showing that to obtain them was impracticable. Charges for laundry at official headquarters will not be allowed. Telegrams to hotels reserving accommodations, to be included in subsistence expenses for the initial date of the period for which the accommodations are occupied; street-car and other fares between place of lodging or where meals are taken and place of duty, and all other subsistence expenses. A charge for lodging at a hotel and a charge for sleeping berth for the same night will be allowed only when accompanied by a definite statement of necessity: Provided, That because of State laws reimbursement for the payment of waiter fees will not be allowed in Arkansas, Georgia, Mississippi, or Tennessee.

Henry Wallace
Secretary.

Amccs

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

FEB 10 1923

February 8, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The question of interpretation of paragraph 32(h) of the Fiscal Regulations, as amended by Memorandum No. 406 of November 7, 1922, in so far as it pertains to charges for laundry and for the cleaning and pressing of clothes, was raised by certain bureaus of the Department. During its consideration of the matter, the Advisory Committee on Finance and Business Methods found that the General Accounting Office had placed an interpretation upon the regulation entirely different from what was contemplated at the time it was drawn. Briefly, it was the opinion of the General Accounting Office that the total of all charges in an account for laundry and for the cleaning and pressing of clothes should be distributed as subsistence expenses against the weekly periods covered by the account, not to exceed \$2.80 per week. Inasmuch as this construction of the regulation was most liberal, the Committee prepared an amendment to the regulation which embodied the interpretation of the regulation by the General Accounting Office. However, when the amended regulation was submitted to the Solicitor he questioned its legality and suggested that in order to accomplish legally the desired purpose the laundry allowance be placed

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The following is a list of the names of the persons who have been

admitted to the office of the

Recorder of Deeds

for the year 1901

Name

Address

City

State

1. John A. Smith, 123 Main St., New York, N.Y.

2. William B. Jones, 456 Broadway, New York, N.Y.

3. Charles E. Brown, 789 Third Ave., New York, N.Y.

4. James H. White, 101 West 12th St., New York, N.Y.

5. Robert L. Green, 234 Fifth Ave., New York, N.Y.

6. Thomas M. Black, 567 Sixth Ave., New York, N.Y.

7. George W. Gray, 890 Seventh Ave., New York, N.Y.

8. Henry K. Hall, 1234 Eighth Ave., New York, N.Y.

9. Frank J. Adams, 1567 Ninth Ave., New York, N.Y.

10. Edward G. Baker, 1890 Tenth Ave., New York, N.Y.

on a 30-day basis rather than on a weekly basis. The Committee after full consideration of the matter concurred in the views of the Solicitor and has accordingly prepared the accompanying amendment which is submitted to you for approval. The amendment as rewritten was submitted to the Solicitor and bears his approval.

Very respectfully,



Chairman, Advisory Committee on Finance
and Business Methods.

Enclosure.

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DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 3, 1923.

★ MAR 7 - 1923 ★

Please return to the

MEMORANDUM NO. 425.

Committees on Clerical Efficiency.

In accordance with the terms of Memorandum No. 325, dated August 18, 1920, which amended Paragraph 32 of the Administrative Regulations, the personnel of the Committees on Clerical Efficiency (Board of Review) of the several bureaus and offices of the Department, for the period from November 1, 1922, to April 30, 1923, is as follows:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman
C. C. Wilson
A. McC. Ashley (vice H. M. Bain)

OFFICE OF THE SOLICITOR

C. W. Boyle, Chairman
P. D. Cronin (vice J. P. Wenchel)
Fred Lees (vice J. L. Carr)

WEATHER BUREAU

R. H. Weightman, Chairman
P. C. Day
Miss S. A. Beuter
F. G. Tingley (vice D. T. Maring)
C. T. Burns (vice W. R. Gregg)

BUREAU OF ANIMAL INDUSTRY

C. C. Carroll, Chairman
U. G. Houck
A. W. Miller
A. J. Pistor
G. H. Russell

BUREAU OF PLANT INDUSTRY

H. E. Allanson, Chairman
C. R. Ball
R. A. Oakley (vice H. A. Edson)

FOREST SERVICE

E. A. Sherman, Chairman
Harry Irion (vice W. C. Barnes)
T. W. Norcross (vice T. S. Brock)

BUREAU OF CHEMISTRY

S. A. Postle, Chairman
A. G. Murray (vice D. J. Price)
A. E. Taylor (vice R. W. Balcom)

BUREAU OF SOILS

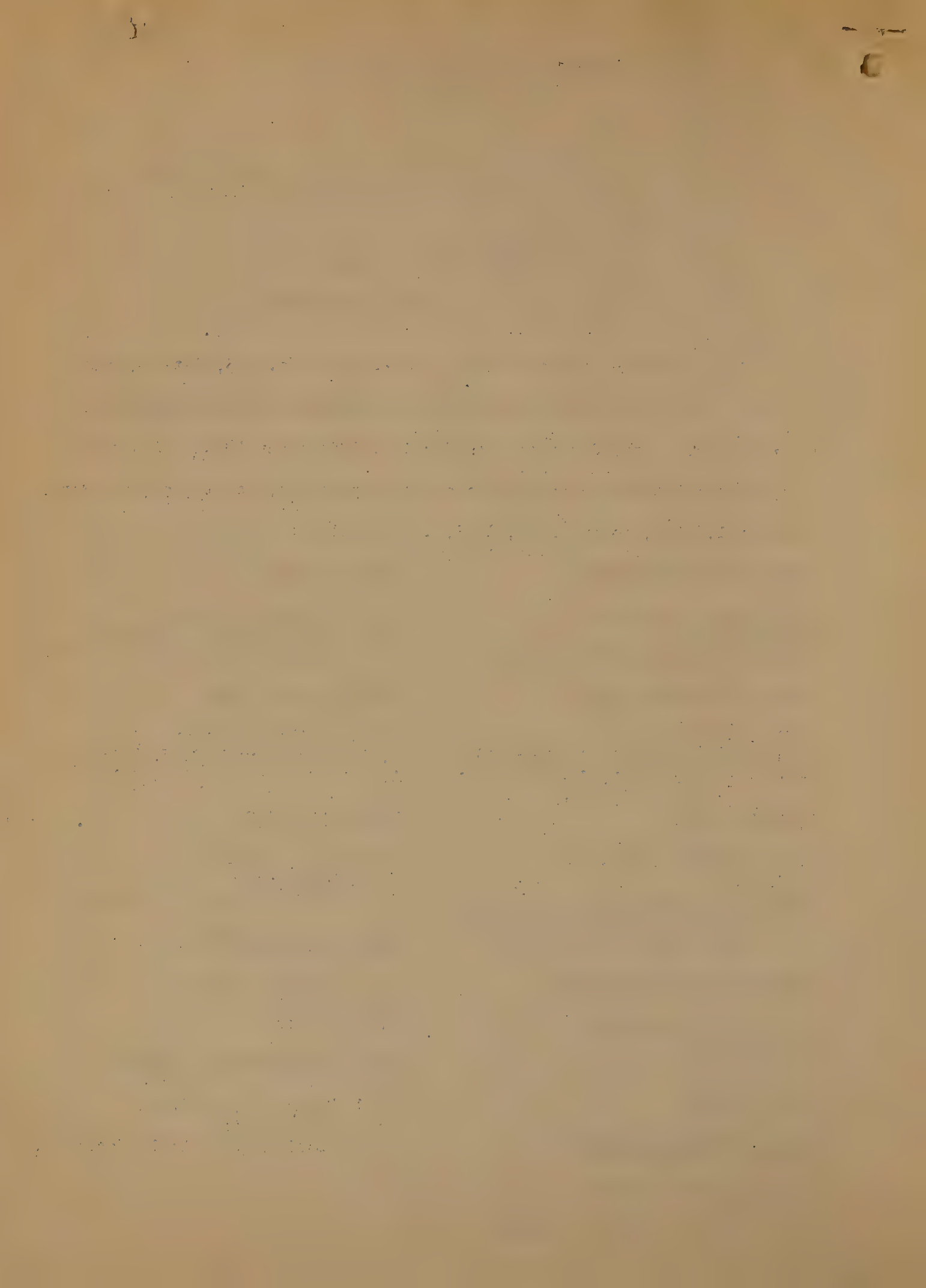
A. G. Rice, Chairman
J. W. McKericher
C. A. Wolfe (vice H. A. Donovan)

BUREAU OF ENTOMOLOGY

E. B. O'Leary, Chairman
A. L. Quaintance
W. R. Walton

BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman
Mrs. A. B. Morrison
W. Roy Dillon (vice Lisle Morrison)



DIV. OF ACCTS. & DISBURSEMENTS

John M. Kemper, Jr., Chairman
John H. Lynch
John J. Ackerman

DIVISION OF PUBLICATIONS

E. C. Powell, Chairman (vice F. C. Perkins)
C. E. Bracey
J. O. Riley

LIBRARY

Miss C. R. Barnett, Chairman
Miss E. B. Hawks
Miss H. M. Thompson

STATES RELATIONS SERVICE

C. E. Johnston, Chairman
H. L. Knight
T. W. Harvey

FIXED NITROGEN RESEARCH LAB.

Joseph M. Braham, Chairman
Franklin E. Allison (vice H. J. Krase)
Edwin J. Grayson (vice H. M. Frempton)

BUREAU OF PUBLIC ROADS

C. D. Curtiss, Chairman
S. H. McGrory
H. K. Bishop (vice E. W. James)

INSECTICIDE AND FUNGICIDE BOARD

M. B. Waite, Chairman
J. G. Shibley
C. C. McDonnell (vice W. D. Lynch)

FEDERAL HORTICULTURAL BOARD

George B. Sudworth, Chairman
E. R. Sasscer (vice W. A. Orton)
R. C. Althouse (vice J. A. Stevenson)

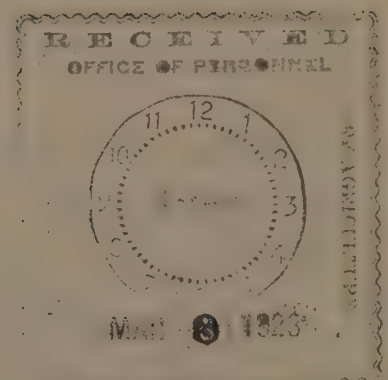
BUREAU OF AGRICULTURAL ECONOMICS

A. F. Krueger, Chairman
C. W. Kitchen
H. S. Yohe
C. E. Gage
R. H. Wilcox
H. F. Fitts

Kenyon Wallace

Secretary.

W. A. P.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

PACKERS AND STOCKYARDS
ADMINISTRATION.

January 20, 1923

MEMORANDUM FOR MR Woulfe:

Dear Mr. Woulfe:

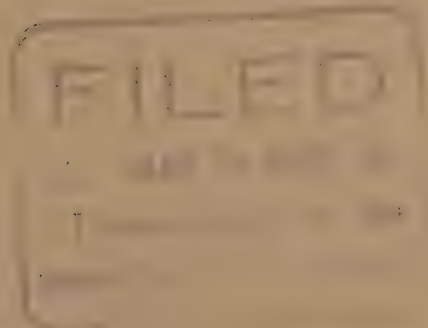
As per your recent request for
report on the personnel of the "Efficiency Committee"
representing this Administration, would advise as
follows:-

Stephen Bray - - - Chairman

Geo T. Ash ✓

Frank H. Sterling, *and L. A. ...*

Chack
Acting Chief Clerk



7
UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

January 4, 1923.

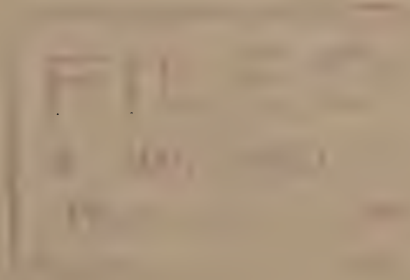
MEMORANDUM FOR THE SECRETARY.

I respectfully recommend that the Board of Review to rate efficiency of the employees in the Secretary's Office in Grade VIII and below, be composed of the following officers:

R. M. Reese, Chairman.
C. C. Wilson,
A. McC. Ashley, (vice H. M. Bain).

Respectfully,


Chief Clerk.



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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

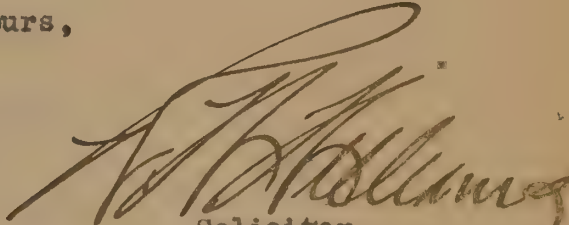
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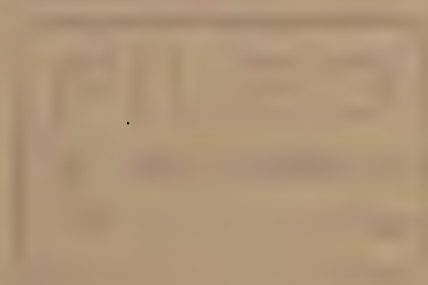
Dear Mr. Secretary:

In compliance with Paragraph 32 of the Administrative Regulations of the Department, as amended, I submit the names of Messrs. P. D. Cronin and Fred Lees to succeed Messrs. J. P. Wenchel and J. L. Carr on the Board of Review (efficiency committee) of this office. If you approve the above selections, the committee will be as follows:

C. W. Boyle, Chairman
P. D. Cronin
Fred Lees

Very truly yours,


Solicitor.



CONSTITUTIONAL HISTORY OF THE UNITED STATES

THE CONSTITUTION OF THE UNITED STATES OF AMERICA

ARTICLE I. SECTION 1. ALL LEGISLATIVE POWERS SHALL BE VESTED IN A SENATE OF THE UNITED STATES

AND IN A HOUSE OF REPRESENTATIVES, WHICH SHALL BE COMPOSED OF SENATORS AND REPRESENTATIVES

CHOOSE IN EACH STATE TWO SENATORS, WHO SHALL HOLD THEIR OFFICES FOR SIX YEARS

AND SHALL BE RE-ELECTED IN THE SECOND AND FIFTH YEARS AFTER THE FIRST YEAR OF THEIR TERM

THE SENATE SHALL BE COMPOSED OF TWO SENATORS FROM EACH STATE

THE SENATE SHALL HAVE THE SOLE POWER TO CONFIRM OR REJECT NOMINATIONS

THE SENATE SHALL HAVE THE SOLE POWER TO PASS OR REJECT BILLS

THE SENATE SHALL HAVE THE SOLE POWER TO PASS OR REJECT TREATIES

THE SENATE SHALL HAVE THE SOLE POWER TO PASS OR REJECT APPOINTMENTS

THE SENATE SHALL HAVE THE SOLE POWER TO PASS OR REJECT CONFIRMATIONS

THE SENATE SHALL HAVE THE SOLE POWER TO PASS OR REJECT RATIFICATIONS

THE SENATE SHALL HAVE THE SOLE POWER TO PASS OR REJECT DECLARATIONS

THE SENATE SHALL HAVE THE SOLE POWER TO PASS OR REJECT RESOLUTIONS

THE SENATE SHALL HAVE THE SOLE POWER TO PASS OR REJECT JOINT RESOLUTIONS

THE SENATE SHALL HAVE THE SOLE POWER TO PASS OR REJECT CONJOINT RESOLUTIONS

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UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU

Office of the Chief

WASHINGTON

January 4, 1923.

MEMORANDUM FOR THE SECRETARY.

In accordance with the provisions of Memorandum 125, dated March 18, 1915, the following changes are recommended in the membership of the Committee on Clerical Efficiency in the Weather Bureau:

Appointment of

F. G. Tingley, vice D. T. Maring,
C. T. Burns, vice W. R. Gregg.

Each of the foregoing has had long service in the Weather Bureau and has an extensive acquaintance with the personnel of the bureau, through personal contact and official supervision of their work, and can be depended on to render impartial and unbiased judgment in passing on the relative merits of its employees.

The committee as constituted under the proposed change in membership will be as follows:

R. H. Weightman, Chairman,
P. C. Day,
Miss S. A. Beuter,
F. G. Tingley (vice D. T. Maring),
C. T. Burns (vice W. R. Gregg).

Respectfully,


Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU

Office of Chief Clerk

WASHINGTON

January 3, 1923.

MEMORANDUM FOR MR. WOULFE.

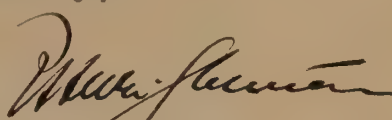
Dear Mr. Woulfe:

In accordance with the provisions of paragraph 32, Administrative Regulations, the Chief of Bureau has nominated the following to serve as the bureau committee on efficiency to determine the relative standing of all clerks and employees below the grade of clerk in the efficiency registers now being prepared:

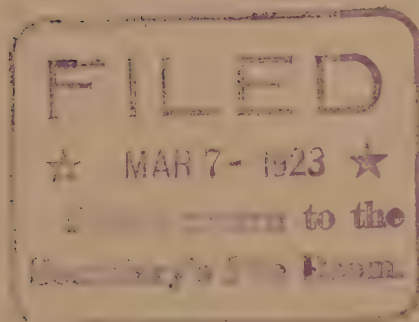
R. H. Weightman, Chairman,
D. T. Maring
W. R. Gregg
P. C. Day
Miss S. A. Beuter

Each of the foregoing has had long service in the Weather Bureau and has an extensive acquaintance with the personnel of the bureau, through personal contact and official supervision of their work, and can be depended on to render impartial and unbiased judgment in passing on the relative merits of its employees.

Respectfully,



R. H. Weightman,
Chief Clerk.





UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO

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January 4, 1923.

MEMORANDUM FOR THE SECRETARY.

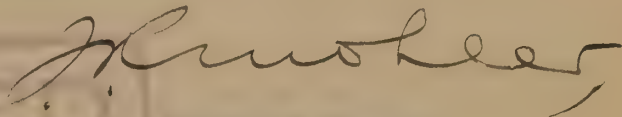
Dear Mr. Secretary:

In accordance with Paragraph 32 of the Administrative Regulations, as modified by practice under the Bureau of Efficiency procedure, I beg to nominate the following committee (or board of review) on efficiency in the clerical grades for this Bureau:

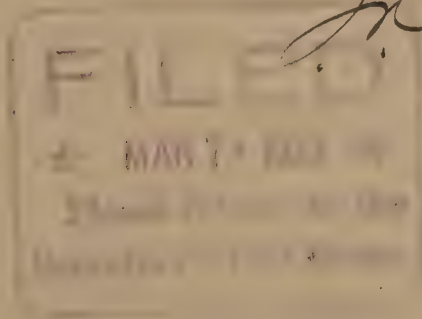
✓C. C. Carroll, Chairman
✓U. G. Houck
✓A. W. Miller
✓A. J. Pistor
✓G. H. Russell

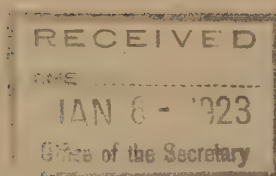
These employees are selected because of their intimate knowledge of the clerical Bureau personnel both in Washington and in the field, and because of their judgment and impartiality.

Very truly yours,



Chief of Bureau.





United States Department of Agriculture,
Bureau of Plant Industry.

RM

Office of Chief of Bureau.

Washington, D. C., January 4, 1923.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

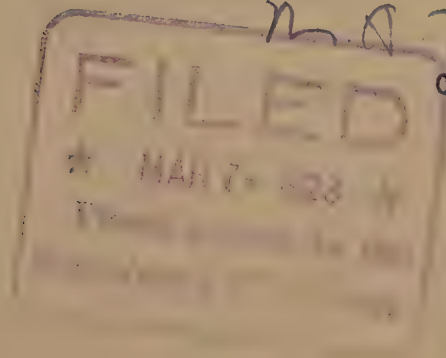
I have designated the following to serve as a Board of Review - formerly the Committee on Clerical Efficiency - to consider the clerical efficiency ratings and establish promotion registers for the six-month period beginning January 1, 1923:

H. E. Allanson, Assistant in Charge of
Business Operations, Chairman, ex officio.

C. R. Ball, Cerealist in Charge, Office of
Cereal Investigations.

R. A. Oakley, Agronomist in Charge, Seed Dis-
tribution.

Very truly yours,



M. A. Taylor
Chief of Bureau.

Report to the Board of
Patents, California, at office.

C. A. Hall, Counselor in Charge, Oct 10

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO



WASHINGTON

0
Personnel,
Committee on Efficiency

January 6, 1923

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

In accordance with Paragraph 32 of the Administrative Regulations I submit the following nominations for membership on the Forest Service Committee on Efficiency:

Mr. Harry Irion (vice W. C. Barnes) for the term expiring April 30, 1923.

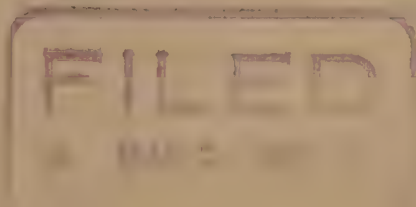
Mr. T. W. Norcross (vice T. S. Brock) for the term expiring October 31, 1923.

Mr. Irion is nominated for the short term for the reason that he has been serving informally on this committee for several months past. He is chairman of the elective advisory committee on employees and his service on the main committee has been in a liaison capacity.

Chief Engineer Norcross has not previously served on the Committee on Efficiency. He is responsible for activities in which a large number of our employees are engaged and has the essential knowledge of the personnel both in Washington and in the field.

I believe no more representative appointments to this committee could be made.

Very sincerely yours,



W. B. Greeley
Forester.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF CHEMISTRY

WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

JAN 18 1923

THE SECRETARY:

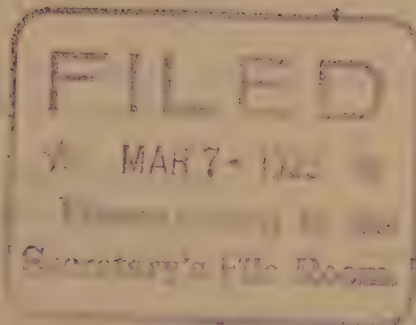
I wish to nominate Dr. A. E. Taylor for the new member of the Bureau's Clerical Efficiency Committee. Dr. Taylor will succeed Mr. D. J. Price, whose term has expired.

The Committee will then consist of Mr. S. A. Postle, Chairman, Mr. A. G. Murray, and Dr. Taylor.

Respectfully,

W. G. Campbell

Acting Chief.



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UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF SOILS

WASHINGTON

8

ADDRESS ALL COMMUNICATIONS TO
"CHIEF, BUREAU OF SOILS."

M. W. Wolfe
January 3, 1923.

MEMORANDUM for Mr. Reese, Chief Clerk:

I beg to submit the following as the Efficiency Committee of
this Bureau for the next six months:

Mr. A. G. Rice, Chairman

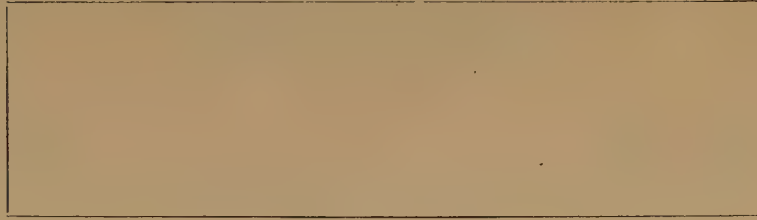
Mr. J. W. McKericher

Mr. C. A. Wolfe, vice Mr. H. A. Donovan

Very truly yours,

A. G. Rice
Assistant to the Chief

FILED
JAN 7 1923
U. S. DEPT. OF AGRICULTURE
BUREAU OF SOILS
WASHINGTON, D. C.



(Stamp of Local Board)

IMPORTANT NOTICE TO REGISTRANTS AND THE PUBLIC
RELATIVE TO RECLASSIFICATION ON ACCOUNT OF
NONUSEFUL OCCUPATION

There has this day been mailed to or served upon the registrants whose names are listed below a notice directing that the said registrants appear in accordance with Sections 121 B and 121 C, S. S. R., before this Local Board on the _____ day of _____, 19____ at _____ o'clock, _____M., for the purpose of presenting such evidence by affidavit or otherwise bearing on the reasons for their nonemployment in a productive occupation or employment as they may care to submit.

Date _____ *Member of Local Board.*

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ENTOMOLOGY,
WASHINGTON, D. C.

January 12, 1923.

MEMORANDUM FOR MR. WOULFE.

Dear Mr. Woulfe:

In reply to your telephone request for a list of names of the new Committee on Efficiency of this Bureau, the following named Committee has been designated by Dr. Howard:

Mr. E. B. O'Leary, Chairman.

Dr. A. L. Quaintance.

Mr. W. R. Walton.

Respectfully,


Assistant to Chief.

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UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF BIOLOGICAL SURVEY

WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO

Office of the Secretary

O-P

January 3, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

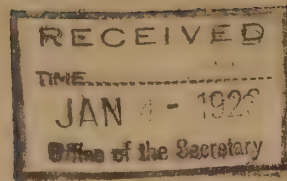
In connection with the efficiency reports from this Bureau covering the period May 16 to November 15, 1922, I have to report that the members of the Board of Review who passed upon the final ratings are as follows:

Mr. W. C. Henderson, Chairman,
Mrs. A. B. Morrison,
Mr. W. Roy Dillon.

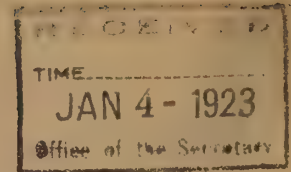
Respectfully,

W C Henderson

Acting Chief of Bureau.



United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.



January 3, 1923.

The Honorable

The Secretary of Agriculture.

Sir:

In accordance with the requirements of Memorandum No. 325, issued by the Secretary August 18, 1920, and the provisions of the Bureau of Efficiency General Circular No. 4, I beg to nominate the following members of this Division to handle the clerical efficiency register for the six months period, beginning November 15, 1922:

Review Officer - A. T. Terwisse
Board of Review: John M. Kemper, Jr., Chairman.
John H. Lynch
John J. Ackerman.

In his capacity as chief clerk of the Division, Mr. Terwisse is in touch with the information regarding the personnel which is essential for the performance of the duties of the reviewing officer. He has been employed in the Division since January 2, 1914, is well acquainted with all of the employees, and is thoroughly familiar with the procedure required by the Bureau of Efficiency.

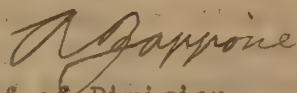
Mr. Kemper has been employed in this Division since 1910 and is one of my executive assistants, being well qualified to act as Chairman of the Board, having served as a member on the efficiency committee a number of times in the past. Mr. Lynch is a supervisory assistant in



the Bookkeeping Section. He has been employed in the Division since 1911 and is well qualified to serve as a member of the Board of Review, as he has had previous experience in that capacity. Mr. Ackerman is my deputy and has been employed in the Division since 1918. He is also familiar with the personnel of the Division and well qualified to act as a member of the board.

Through the appointment of these three men on the Board of Review all of the three sections of my Division will be represented by an able man thoroughly familiar with the personnel of each section.

Respectfully,


Chief of Division.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF PUBLICATIONS

WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

C

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

(COPY)

November 20, 1922.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In order that the Efficiency Committee of this Division may have a membership representing the various activities of the work I shall be glad to have you waive Paragraph 32 of the Administrative Regulations, which limits the length of service of any member to one year, in order that Mr. Bracey, in charge of the Addressing, Duplicating, and Mailing Section of this Division, may be allowed to continue his service. Mr. Bracey is in charge of the largest unit of the Division and I feel that his presence on the committee is desirable.

I also wish to recommend the appointment of Mr. E. C. Powell as Chairman to succeed Mr. F. C. Perkins.

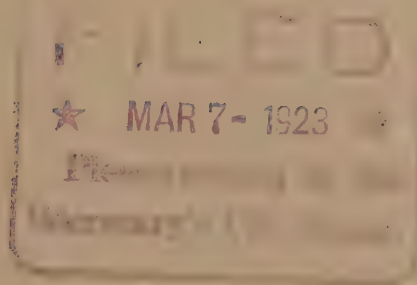
If these recommendations are approved, the Efficiency Committee of this Division will then be comprised as follows:

Mr. E. C. Powell, Chairman.
Mr. C. E. Bracey.
Mr. J. O. Riley.

Very sincerely yours,

JOHN L. COBBS, JR.

Chief of Division.



UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON, D. C.

In your reply please refer
to Number

3 January 1922.

Mr. L. V. Woulfe,

Office of the Secretary.

Dear Mr. Woulfe:

In response to your telephone request, I give below the personnel
of the Efficiency Committee of the Library.

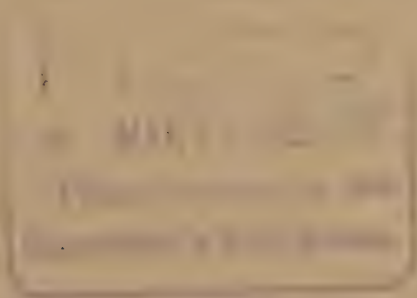
Very truly yours,

C. R. Barnett

Librarian.

ES-

Miss C. R. Barnett
Miss E. B. Hawks
Miss H. M. Thompson



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UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C.

January 4, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

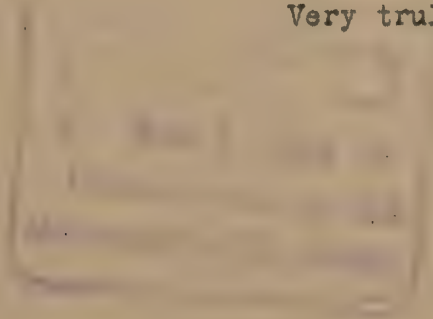
I respectfully recommend the appointment of the following as a Board of Review to consider ratings of all employees in the States Relations Service as submitted by reviewing officers and to assign final ratings:

C. E. Johnston, Chairman
H. L. Knight
T. W. Harvey

In view of the consolidation of the two former extension offices, one member (T. W. Harvey) will represent that branch instead of two, as formerly. Mr. Harvey has an intimate knowledge of the work of the clerical employees in this group.

Mr. Knight has been connected with our force for a number of years and is familiar with the duties of the different branches of our work in a general way.

Very truly yours,



Alb True

Director.

UNITED STATES DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD

WASHINGTON, D. C.

JGS:MBN

ADDRESS ALL CORRESPONDENCE
TO THE INSECTICIDE AND FUNGICIDE
BOARD.

In reply refer to

January 5, 1923.

TO THE SECRETARY:

You are advised that the Efficiency Committee (Board
of Review) of the Board for period November 15, 1922 to
May 15, 1923, will be composed of the following-named members:

M. B. Waite,
J. G. Shibley,
C. C. McDonnell.

Respectfully,

J. G. Shibley
Assistant to Chairman.

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL HORTICULTURAL BOARD
WASHINGTON, D. C.

January 3, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

It is recommended that the Efficiency Committee for the Federal Horticultural Board named in my memorandum of March 18, 1922, be continued for the next six months. This Committee is as follows:

Geo. B. Sudworth, Chairman
E. R. Sasscer
R. C. Althouse.

All of these persons are thoroughly familiar with the qualifications and ability of the clerical employees of the Board.

Respectfully,


Chairman of Board.

RECEIVED
JAN - 1923
Office of the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
FORMERLY BUREAU OF MARKETS AND CROP ESTIMATES AND
OFFICE OF FARM MANAGEMENT AND FARM ECONOMICS
WASHINGTON

IN REPLY REFER TO FILE

January 4, 1923.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

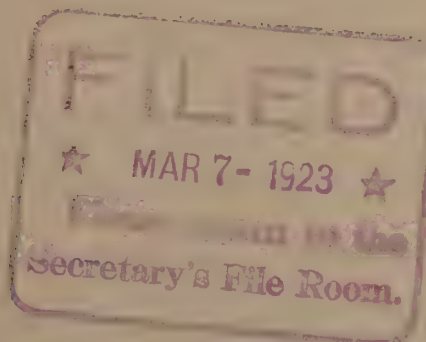
Referring to the telephone message from your office through Mr. Woulfe, it is desired to state that the names of the following employees are presented to serve on the Board of Review established by General Circular Number Six, of the Bureau of Efficiency, covering the period May 15, to November 15, in connection with the preparation of the Efficiency Register for the period mentioned, which is now under way: Messrs. C.W. Kitchen, H.S. Yohe, C.E. Gage, R.H. Wilcox and H.F. Fitts; Mr. A.F. Krueger acting as ex-officio, non-voting chairman.

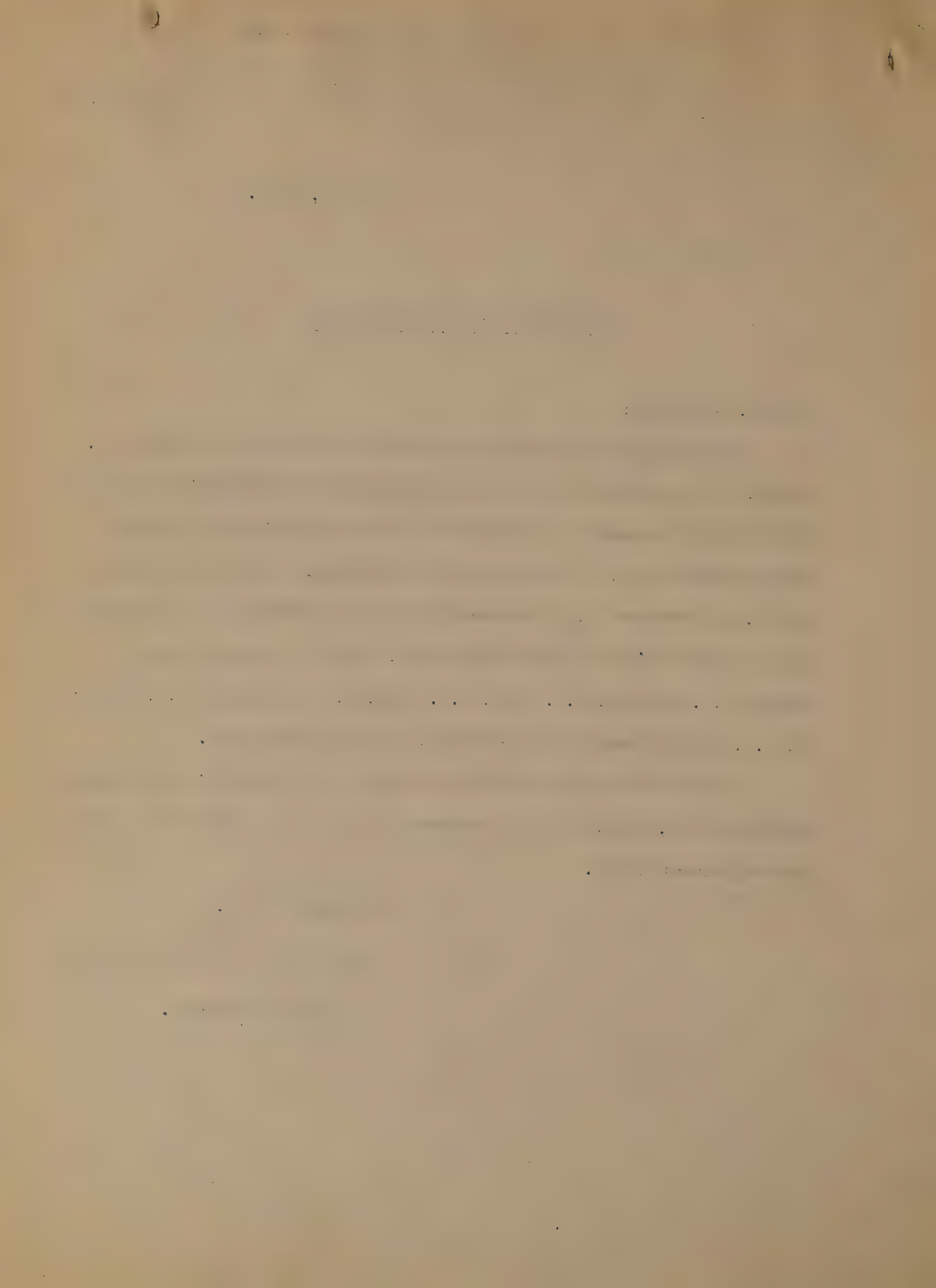
In this connection reference is made to this Bureau's memorandum of November 23, 1922, and your approval of the above selections as respectfully recommended.

Very respectfully,

Lord S. Perry

Acting Chief of Bureau.





UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS

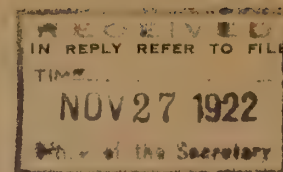
FORMERLY BUREAU OF MARKETS AND CROP ESTIMATES AND

OFFICE OF FARM MANAGEMENT AND FARM ECONOMICS

WASHINGTON

November 23, 1922

MEMORANDUM FOR THE SECRETARY



Dear Mr. Secretary:

In reference to the memorandum of this Bureau of October 5, 1921, and the reply of the Secretary dated October 15, 1921, it is desired to report that the arrangement with respect to the Committee on Clerical Efficiency proposed in this Bureau's memorandum was put into effect as planned and the Committee undertook the preparation and completed the December 1, 1921, efficiency ratings. Of the members of this Committee mentioned in the Bureau's memorandum it was necessary to replace Mr. C. D. Ashmore by Mr. C.E. Gibbons, the former having been transferred to the Packers and Stockyards Administration; and Mr. C.E. Gage was replaced by Mr. Frank Andrews because of the extended absence of Mr. Gage from Washington. Since the last meeting of the Committee referred to, Mr. Hughes was assigned to duties which have made it impracticable for him to continue to act as the permanent non-voting chairman.

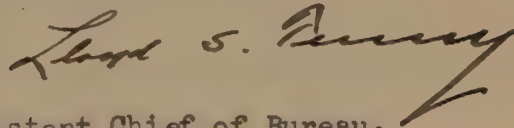
In the absence of other instructions the efficiency ratings prescribed in General Circular No. 4 of the U.S. Bureau of Efficiency were applied as of May 15, 1922, so far as practicable under the conditions prevailing in the Bureau of Agricultural Economics and a Board of Review assigned in accordance with Paragraph 49 of General Circular No. 4, consisting of Messrs. C.W. Kitchen, H.S. Yohe, C.E. Gage, R.H. Wilcox and H.F. Fitts; Mr. A.F. Krueger of the Personnel Section of the Bureau, in which the efficiency ratings are compiled, acting as ex-officio chairman of the Board.

The Board prepared the Report of Final Ratings called for by General Circular No. 4, which ratings are now in use, superseding the register of ratings prepared by the former Committee.

The present Board of Review is of the same opinion as the former Committee on Clerical Efficiency that in addition to the voting members (five in number), there should be some one attached to the Committee, either as a non-voting chairman or as a non-voting secretary of the Board, who is sufficiently familiar with the personnel, organization and policies of the Bureau to be able to advise with and assist the Board of Review. It is believed that the plan has worked successfully and is worthy of permanent adoption, which is recommended so far as the Bureau of Agricultural Economics is concerned. In regard to the present membership of the Board of Review called for in Paragraph 21, General Circular No. 6, U.S. Bureau of Efficiency (footnote 1) it is believed advisable that this Board should continue to arrange for the consideration and preparation of the efficiency ratings as of the six-month period ending November 15, in view of the fact that the present Board has become sufficiently familiar with the new system of efficiency ratings and the difficulties involved in its application to the personnel of an organization such as the Bureau of Agricultural Economics to be in a better position to more nearly arrive at the actual facts with respect to determining the relative efficiency of various employees from the information at hand than probably would be a new Board at this time or one consisting of additional new members. It is thought that when the ratings as of November 15 have been completed by this Board the procedure will be sufficiently systematized to continue operations with a rotating membership. However, in view of the peculiar difficulties involved in the establishment

of satisfactory efficiency ratings under present conditions, and in order to lend greater stability to the deliberations and the results arrived at by the Board of Review, the Bureau is of the opinion that instead of the assignment of three new members and two new members alternately every six months to a Board of Review numbering five voting members but one new member should be assigned every six months, eligibility for service to be limited to persons who have not served on the Board within the period of one year.

Very respectfully,

A handwritten signature in cursive script, appearing to read "Lloyd S. Burmy". The signature is written in dark ink and is positioned above the typed name.

Assistant Chief of Bureau.

★ OCT 26 1921

October 15, 1921.

Please return to the
Secretary's File Room.

Dr. H. C. Taylor,

Chief, Bureau of Markets and Crop Estimates.

Sir:

Your memorandum of the 5th instant, submitting nominations for membership of the Committee on Clerical Efficiency of your bureau and suggesting a change in procedure so as to discontinue the service on the committee of any permanent voting member, has been considered.

You recommend that your Committee on Clerical Efficiency shall consist of a permanent non-voting chairman, and five voting members each to serve one year including two semi-annual meetings of the Committee, two members to be replaced at the end of one semi-annual period and the other three members to be replaced at the end of the next semi-annual period. The plan as outlined seems to be feasible and same is approved for a period of one year, with the understanding that it is to be tried as an experiment. At the end of the one-year period you will make a report to me as to its workings, stating whether or not it has been found satisfactory and an improvement over the present method and if it is desired to continue

MAR 7 - 1922

* OCT 30 1944

THOMAS W. HARRIS

U. S. DEPARTMENT OF AGRICULTURE

Chief, Bureau of Markets and Crop Estimates

Your memorandum of the 25th instant, recommending nominations for membership of the Committee on Clinical Efficiency of your department and suggesting a change in procedure as to discontinuing the service on the committee of any permanent voting member, has been considered.

You recommend that your Committee on Clinical Efficiency shall consist of a permanent non-voting chairman, and five voting members each to serve one year including two semi-annual meetings of the Committee, two members to be replaced at the end of one semi-annual period and the other three members to be replaced at the end of the one-year period. You also recommend that the Committee be organized as an experimental unit for a period of one year, with the understanding that it is to be tried as an experiment. At the end of the one-year period you will make a report to me as to its work-ability and same is approved for a period of one year, with the understanding that it is to be tried as an experiment. It is desired to continue over the present method and if it is desired to continue

same, in order that I may further consider the matter so far as your bureau is concerned and also as to the desirability of it being adopted for all the bureaus of the Department. Paragraph 52 of the Administrative Regulations is hereby waived accordingly.

I also approve the nominations recommended in your memorandum for membership on the Committee on Clerical Efficiency for the Bureau of Markets and Crop Estimates, as follows:

F. J. Hughes, Chairman (non-voting)
C. D. Ashmore, (to serve the unexpired term of
Stephen Bray, transferred to
the Office of the Secretary)
R. V. Bailey,
C. E. Gage,
L. S. Tenny,
H. F. Fitts.

Very truly yours,

(Signed) Henry C. Wallace.
Secretary.

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49
U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

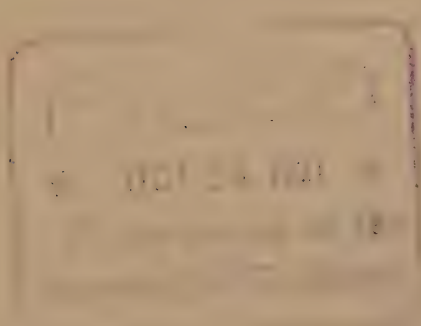
October 17, 1921.

Dear Mr. Woulfe:

I am enclosing herewith for your information and files copy of a letter sent by the Secretary on October 15th to Doctor H. C. Taylor, Chief, Bureau of Markets and Crop Estimates, approving the plan suggested by that bureau for their Committee on Clerical Efficiency so as to discontinue the service on the committee of a permanent voting member and waiving the Administrative Regulations accordingly, and also approving the nominations submitted for membership on that committee for the Bureau of Markets and Crop Estimates.

Respectfully,

A. J. Appone



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October 5, 1921.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

In accordance with Paragraph 32 of the Administrative Regulations, as amended by Memorandum No. 320, there are submitted herewith for approval, the nominations for membership of the Committee on Clerical Efficiency of the Bureau of Markets and Crop Estimates, to become effective, November 1, 1921, as follows:

F. J. Hughes, Chairman (non-voting)
J. D. Ashmore (to serve the unexpired term of
Stephen Dray, transferred to the
Office of the Secretary.)
R. V. Bailey
O. E. Gage
L. B. Tenny
H. F. Fitts.

The last Committee on Clerical Efficiency, in a report dated May 20, 1921, recommended that consideration be given to the question of changing the present method of procedure so as to discontinue the service on the Committee of any permanent voting member. The Committee believed that the continuous representation of the division on the Committee on Clerical Efficiency has been the cause of the creation of a certain feeling in the various divisions and projects of the Bureau that such continuous representation has given the clerical and sub-clerical employees of the division so represented an unfair advantage over the employees of other divisions. While it is not thought that there ever has been any conscious partiality on the part of any member of the Committee on Clerical Efficiency toward the employees in his own particular division, it seems probable that due to the greater familiarity with the responsibilities of the position occupied and the efficiencies of the various individual occupants, it is difficult for any member of the Committee to give the same consideration to the claims of employees in other divisions with which he is less familiar. I concur in the views expressed by the Committee and believe that the step recommended will go far toward avoiding the creation of any erroneous impressions and will insure to a greater degree the fair consideration of the merits of employees of all divisions and projects on an equal basis. However, it is thought to be quite important that there shall sit with the Committee in some capacity, a person who has acquired a thorough familiarity with the methods of procedure in the

Memorandum for the President

January 10, 1941

Subject: The situation in the Pacific and the possibility of a Japanese attack on the Philippines.

The situation in the Pacific is becoming increasingly serious. Japan has recently moved her fleet to the Philippines and has announced her intention to attack the islands. The United States is in a difficult position. It is not possible to defend the Philippines with the forces currently available. It is necessary to take immediate action to strengthen our defenses in the Pacific.

Recommendation: That the President should immediately order the mobilization of all available forces in the Pacific and should request Congress to authorize the necessary funds for the defense of the Philippines.

Very truly yours,
[Signature]

The situation in the Pacific is becoming increasingly serious. Japan has recently moved her fleet to the Philippines and has announced her intention to attack the islands. The United States is in a difficult position. It is not possible to defend the Philippines with the forces currently available. It is necessary to take immediate action to strengthen our defenses in the Pacific.

The recommendation is that the President should immediately order the mobilization of all available forces in the Pacific and should request Congress to authorize the necessary funds for the defense of the Philippines.

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The recommendation is that the President should immediately order the mobilization of all available forces in the Pacific and should request Congress to authorize the necessary funds for the defense of the Philippines.

execution of administrative regulations governing the preparation of efficiency reports and registers, and the policies and precedents of the Bureau. In the selection of the membership of the next Committee on Clerical Efficiency, I have therefore nominated Mr. F. J. Hughes, Administrative Assistant, as the permanent non-voting Chairman. Mr. Hughes has been sitting with the Committee for the past several meetings in an advisory capacity and as secretary. He has acquired a thorough knowledge of the Committee's methods of procedure and has a wider knowledge of the nature of the positions filled and of the degree of personal efficiency of the clerical and sub-clerical personnel of the Bureau than probably any other person in the Bureau. He is regarded as being in every way qualified for the permanent chairmanship.

Mr. C. E. Ashmore is nominated to serve the unexpired term of Mr. Stephen Bray who has been transferred to the Office of the Secretary and will represent the Live Stock and Poultry Division.

Mr. C. E. Gage is a present member of the Committee and will represent the Division of Crop Estimates.

Mr. E. V. Bailey has heretofore served as permanent Chairman of the Committee on Clerical Efficiency and in line with the suggested appointment of a permanent non-voting Chairman, he is nominated as a voting member of the Committee to serve on the next Committee, by which means the Branch of Operation, of which he is in charge, will be represented on the same basis as other divisions and projects of the Bureau. The appointment of the permanent non-voting Chairman is deemed especially desirable and advisable at this time, in view of the pending reorganization and consolidation of the Bureau of Markets and Crop Estimates and the Office of Farm Management and Farm Economics, which will to some extent affect the Branch of Operation, and it will enable the Bureau to extend voting representation on the Committee to the additional units involved on an equal basis.

Mr. L. S. Tenny, Assistant to Chief of Bureau, in charge of the Division of Cooperative Relations, is nominated to succeed Mr. G. W. Harrison, whose term has expired.

Mr. E. F. Pitts, Assistant in Charge of Regulatory Work, is nominated to succeed Mr. C. S. Kitchen, whose term has also expired.

These gentlemen are familiar with the Bureau organization and have in most cases considerable knowledge of its personnel, and it is believed that they are thoroughly qualified for membership on the Committee on Clerical Efficiency. Mr. Tenny would serve for the first time as a member of the Committee and Mr. Gage has served previously in that capacity in the former Bureau of Crop Estimates.

It will be noted in connection with the change in procedure herein recommended that the voting membership of the committee will remain the same as provided for in Paragraph 32 of the Administrative Regulations, namely, five in number, the principal change being the establishment of a permanent non-voting chairmanship. Under the plan proposed each voting member will serve for a year, including two semi-annual meetings of the committee as at present; two members will be replaced at the end of one semi-annual period, and three at the end of the next.

In the event that the foregoing procedure is approved, it is requested that Paragraph 32 of the Administrative Regulations be waived in so far as the Bureau of Markets and Crop Estimates is concerned so as to provide for a Committee on Clerical Efficiency of six members, to consist of a permanent non-voting chairman and five voting members to be nominated in the manner herein described.

Very respectfully,

Leon M. Estabrook (Signed)

Associate Chief of Bureau.

Following all necessary steps in connection with the above...

On this day, the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears from the records of the County of [County Name], State of [State Name], and that the same is a true and correct copy of the original as the same appears from the records of the County of [County Name], State of [State Name].

I, the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears from the records of the County of [County Name], State of [State Name], and that the same is a true and correct copy of the original as the same appears from the records of the County of [County Name], State of [State Name].

Subscribed and sworn to before me this...

Witness my hand and seal this...

Notary Public for the State of...

UNITED STATES DEPARTMENT OF AGRICULTURE
FIXED NITROGEN RESEARCH LABORATORY
WASHINGTON

OFFICE OF DIRECTOR

December 13, 1922.

Mr. Bain

==

Chief Clerk,
U. S. Department of Agriculture,
Washington, D. C.

Dear Sir:

Please be advised that I have this date appointed the following gentlemen to act as an efficiency committee in connection with promotions, Dr. Allison and Mr. Grayson to serve for a period of one year:

Dr. Joseph M. Braham, Chairman.

Dr. Franklin E. Allison, Representing Technical Employees.

Mr. Edwin J. Grayson, Representing Non-technical Employees.

Respectfully,

F. G. Cottrell

F. G. Cottrell,
Director.

December 13, 1922.

Chief Clerk,
U. S. Department of Agriculture,
Washington, D. C.

Dear Sir:

Please be advised that I have this date appointed the following gentlemen to act as an efficiency committee in connection with promotions, Dr. Allison and Mr. Grayson to serve for a period of one year:

Dr. Joseph M. Braham, Chairman

Dr. Franklin E. Allison, Representing Technical Employees.

Mr. Edwin J. Grayson, Representing Non-technical Employees.

Respectfully,

F. G. Cottrell,
Director

Please be advised that I have this date ap-
pointed the following members to act as an efficiency
committee in connection with promotions, Dr. Allison and
Dr. Johnson to serve for a period of one year:

Dr. Allison, Dr. Johnson, Dr. Johnson

Dr. Johnson, Dr. Johnson, Dr. Johnson

Dr. Johnson, Dr. Johnson, Dr. Johnson

Respectfully,

J. A. Johnson,
President

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

October 20, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

I respectfully recommend that ~~Mr. Alex Mc. Ashley~~ be made a member of the Efficiency Committee for the Office of the Secretary, vice Mr. Alex Mc. Ashley, whose term expired with the last meeting of the Committee in June 1921.

Respectfully,


Chief Clerk.

10/20/21
Mr. Woulfe
Substitute
Mr. Bain
Mr. Reese
entirely
acceptable
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32. Committee on Efficiency. There shall be in each bureau a committee on efficiency, appointed by the Secretary, consisting of not more than five members, to consider the semiannual efficiency reports and other pertinent facts and determine the relative standing of all clerks and employees below the grade of clerk.

 The term of service of the chairman of each committee shall be indeterminate, but the other members shall serve for a term of one year. No person shall be eligible for reappointment on any committee within one year from the termination of his (or her) last period of service. On or before June 30 and December 31 the chief of each bureau shall submit to the Secretary the names of representatives to take the places of the members whose terms expire, together with a full statement regarding the qualifications of each such representative nominated for service on the committee.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

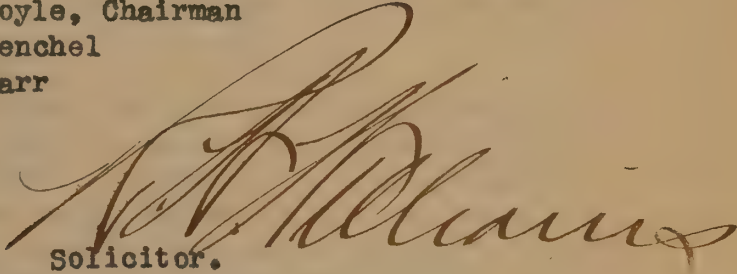
NOV 9 - 1921

The Secretary:

In compliance with paragraph 32 of the Administrative Regulations of the Department as amended, I submit the name of Mr. J. L. Carr to succeed Mr. T. G. Shearman on the Efficiency Committee of this office. Mr. Carr has never served on the Efficiency Committee but he is acquainted with the personnel of the office and is well qualified for the assignment.

If you approve the above selection, the Committee will be as follows:

C. W. Boyle, Chairman
J. P. Wenchel
J. L. Carr


Solicitor.

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
100 EAST 57TH STREET
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO
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THE UNIVERSITY OF CHICAGO
LIBRARY
100 EAST 57TH STREET
CHICAGO, ILL. 60637

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM MANAGEMENT AND FARM ECONOMICS

WASHINGTON, D. C.

October 4, 1921.

Memorandum - Secretary's Office.

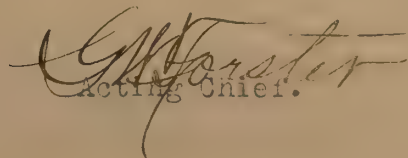
I am submitting for the approval of the Secretary's Office, the names of the proposed members of the Committee on Efficiency of the clerical force of this office, for the next six months.

I recommend that Mr. Raymond Evans, Assistant to the Chief, be made chairman of the committee, in my place. Mr. Evans has served on the committee the past year and is familiar with the details of the work.

To succeed H. M. Dixon, who has been transferred to States Relations Service, I wish to submit the name of M. R. Cooper, Assistant Farm Economist in Cost of Production and Farm Organization, and as the third member of the committee, C. O. Brannon, Assistant Agricultural Economist in Land Economics. Mr. Cooper and Mr. Brannon are both familiar with the personnel of the office and will be able to conduct the work of the committee in a satisfactory manner. If the above recommendations are approved, the Efficiency Committee of this office for the coming six months will be as follows:

Raymond Evans, Chairman.
M. R. Cooper
C. O. Brannon

Very truly yours,


Acting Chief.

RECEIVED
TIME
OCT 4 - 1921
Office of the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU

Office of the Chief

WASHINGTON

March 2, 1922.

MEMORANDUM FOR THE SECRETARY.

In accordance with the provisions of Memorandum 125, dated March 18, 1915, the following changes are recommended in the membership of the Committee on Clerical Efficiency in the Weather Bureau:

Appointment of:

D. T. Maring, vice B. A. Blundon,
B. C. Kadel, vice C. T. Burns,
E. B. Calvert, vice F. G. Tingley.

Each of the foregoing has had long service in the Weather Bureau and has an extensive acquaintance with the personnel of the bureau, through personal contact and official supervision of their work, and can be depended on to render impartial and unbiased judgment in passing on the relative merits of its employees.

The committee as constituted under the proposed change in membership will be as follows:

R. H. Weightman, Chairman,
S. P. Minnick,
D. T. Maring, (vice B. A. Blundon),
B. C. Kadel, (vice C. T. Burns),
E. B. Calvert, (vice F. G. Tingley).

While Memorandum 125 provides that in the case of the Weather Bureau the terms of two members shall expire on January 31, and two other members on July 31, we are recommending three changes in the committee at this time for the reason that in effecting a change in the permanent chairman a year ago three new members were added to the committee and their period of one year of service expired on January 31, 1922. However, it is intended to carry one member of the three herein recommended for a period of only one-half year, thereby reverting to the plan heretofore in effect of appointing two new members to the committee semi-annually.

Respectfully,

E. H. Marvin

Chief of Bureau.



BUREAU OF ANIMAL INDUSTRY

CCC-WO

C-9.027.9

November 12, 1921.

MEMORANDUM FOR THE SECRETARY

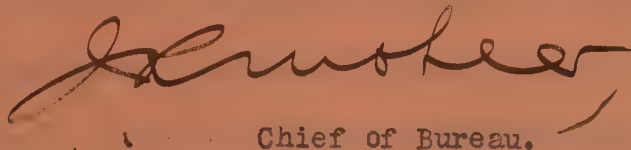
Dear Mr. Secretary:

In accordance with paragraph 32 of the Administrative Regulations, I beg to nominate for the current term as members of the Committee on Clerical and Sub-Clerical Efficiency for this Bureau the following:

C. C. Carroll, Chairman
U. G. Houck
A. W. Miller (vice A. J. Pistor.)

Doctor Miller is chief of the Field Division and possesses an extensive knowledge of the clerical personnel at the various stations of this Bureau throughout the country. The Bureau desires to avail itself of this extensive knowledge and of his good judgment and fair mindedness in the difficult task of grading clerks on the efficiency register.

Respectfully,


Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON

F

OFFICE OF CHIEF OF BUREAU

November 9, 1921.

Hon. Henry C. Wallace,
Secretary of Agriculture.

Sir:

It is respectfully recommended that Mr. Howard A. Edson, Pathologist in our Office of Cotton, Truck and Forage Crop Disease Investigations, be designated as a member of the Committee on Clerical Efficiency of this Bureau, in place of Professor C. V. Piper.

When the recommendation was made on October 12, that Professor Piper be permitted to complete his term of service on the Committee and aid in the preparation of the register to be in effect for the six months commencing December 1, 1921, Professor Piper expected to be in Washington so that he could serve on the Committee. Later developments, however, necessitate his absence in the field, hence the recommendation that Mr. Edson be designated to serve in his stead for the period above indicated.

Mr. Edson has had over eleven years' experience in the Department and has a wide acquaintance among the clerical employees of the Bureau. In addition, he has had considerable experience in connection with the work of reclassifying Government employees, having been appointed as one of the representatives of this Bureau to confer with representatives of the Bureau of Efficiency regarding reclassification. In this way Mr. Edson has become familiar with the various problems which confront

the Efficiency Committee of the Bureau in connection with the rating of employees.

If this recommendation is approved the Committee will consist of the following:

Mr. Henry E. Allanson, Assistant in Charge of Business Operations, Chairman.

Mr. Howard A. Edson, Pathologist, Office of Cotton, Truck and Forage Crop Disease Investigations.

Mr. Carleton R. Ball, Cerealist in Charge of Cereal Investigations.

Very respectfully,

M. A. Taylor
Chief of Bureau.

gkwa

E

United States Department of Agriculture,
Bureau of Plant Industry.

Office of Chief of Bureau.

Washington, D. C.,

October 10, 1921.

Hon. Henry C. Wallace,

Secretary of Agriculture.

Sir:

In accordance with the provisions of Memorandum No. 125, I respectfully recommend that Mr. Carleton R. Ball, Cerealist in Charge of Cereal Investigations in this Bureau, be designated as a member of the Committee on Clerical Efficiency of the Bureau, in place of Mr. C. W. Warburton, who has completed his term of service.

Mr. Ball has had over twenty-three years' experience in the Department, has a wide acquaintance among the clerical employees of this Bureau, and has displayed unusual executive ability in handling the work of his office, the largest office in the Bureau. He has supervision over the work of 120 scientific workers, 36 clerks, and 16 laborers, who are regularly employed, and in addition he employs approximately 110 temporary field assistants during each growing season in connection with the campaign for the eradication of the common barberry, the host of black stem rust of cereals, and other cereal disease work.

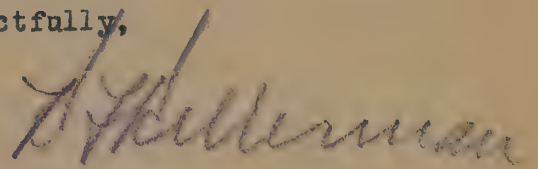
It will be remembered that the appointment of Prof. C. V. Piper, Agrostologist in Charge of Forage Crop Investigations, was approved by you as a member of the Clerical Efficiency Committee for one year, to aid in the preparation of the register in effect for the six months commencing

June 1, 1921, and the one to be in effect for the six months commencing December 1, 1921, but that on account of his absence on a field trip he was unable to aid in the preparation of the register in effect for six months commencing June 1, 1921, Dr. Haven Metcalf having served in his stead. It is believed Professor Piper should complete his term of service and aid in the preparation of the register to be in effect for the six months commencing December 1, 1921.

Mr. Henry E. Allanson having succeeded Mr. James E. Jones as Assistant in Charge of Business Operations of this Bureau, if the appointment of Mr. Ball and the suggestion that Professor Piper complete his term of service are approved by you, the Committee will consist of the following:

Mr. Henry E. Allanson, Assistant in Charge of Business Operations, Chairman.
Prof. Charles V. Piper, Agrostologist in Charge of Forage Crop Investigations.
Mr. Carleton R. Ball, Cerealist in Charge of Cereal Investigations.

Very respectfully,


A. H. Kullerman
Chief of Bureau.

G

DEPARTMENT OF AGRICULTURE
UNITED STATES GOVERNMENT
OFFICE OF THE SECRETARY
DRAFT SERVICE
WASHINGTON
WASHINGTON

November 14, 1921.

PLEASE REPLY TO
THE FORESTER
AND RETURN

Dr. Wm. A. Taylor,
Committee on Efficiency
Chief, Bureau of Plant Industry.

Dear Dr. Taylor:

The Secretary has approved the recommendation made in your memorandum of November 9 that Mr. Howard A. Edson, Pathologist in the Office of Cotton, Truck and Forage Crop Disease Investigations, be designated as a member of the Committee on Clerical Efficiency in the Bureau of Plant Industry, instead of Professor C. V. Piper. Service as this committee will expire on January 1, 1922. Very truly yours,

E. J. Edson, Chairman
E. J. Edson, Secretary
E. J. Edson, Administrative Assistant.

Mr. Edson is an Executive Assistant in the Branch of Engineering. He entered the Forest Service as a Draftsman on July 3, 1917. On his resignation he was assigned to the Office of Cotton, Truck and Forage Crop Disease Investigations. He has been in close contact with the employees assigned to this work in the office and has an excellent knowledge of the work of such employees in the field. He has also, through membership on committees dealing with matters involving the salaries and other interests of the employees, a knowledge of the personnel questions generally about the Bureau for membership on the Committee on Efficiency. He is a man of character and judgment and will be a valuable member of this committee.

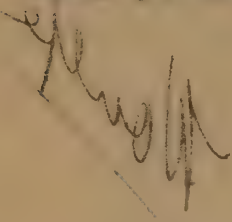
Very respectfully yours,

E. J. Edson
E. J. Edson

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

2

November 14, 1917.



Mr. W. A. Taylor

Chief, Bureau of Plant Industry.

Dear Mr. Taylor:

The Secretary has approved the recommendation made in your memorandum of November 8 that Mr. George A. Jones, Entomologist in the Office of Cotton, Truck and Range Insect Disease Investigations, be designated as a member of the Committee on Chemical Hygiene in the Bureau of Plant Industry, instead of Professor C. V. Piper.

Very truly yours,

W. A. Taylor

Administrative Assistant.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

ADDRESS REPLY TO
THE FORESTER
AND REFER TO:

October 3, 1921.

O
Personnel
Committee on Efficiency

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

In accordance with paragraph 32 of the Administrative Regulations I recommend that Mr. Thomas F. Brock be appointed as a member of the Committee on Efficiency in the Forest Service, to take the place of Mr. Harry Irion, whose term of service on this committee will expire on October 31. As then constituted the committee will consist of the following members:

E. A. Sherman, Chairman;
W. C. Barnes, term expires April 30, 1922;
T. F. Brock, term expires October 31, 1922.

Mr. Brock is an Executive Assistant in the Branch of Engineering. He entered the Forest Service as a Draftsman on July 1, 1907. In his capacity as Executive Assistant he has been in close contact with the employees engaged in graphic work in the office and has an excellent knowledge of the work of such employees in the field. He has also, through membership on committees dealing with matters touching the welfare and other interests of the employees, a knowledge of the personnel situation generally which fits him for membership on the Committee on Efficiency. He is a man of character and judgment and will be a valuable member of this Committee.

Very sincerely yours,



Acting Forester.



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF CHEMISTRY
WASHINGTON, D. C.

NOV 16 1921

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

NOV 16 1921

THE SECRETARY:

This Bureau requests that Dr. R. W. Balcom be designated as the third member of the Bureau Efficiency Committee, vice W. W. Skinner. The Committee will then consist of S. A. Postle, Chairman, P. B. Dunbar, and R. W. Balcom.

Respectfully,

W. H. Combs
Acting Chief.

M. W. Oulfe
W

1900

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF CHEMISTRY

WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

Office of the Secretary

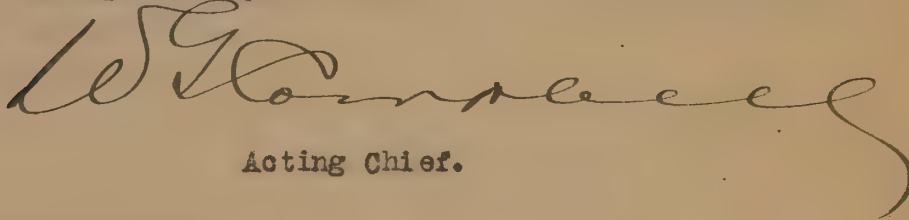
MAY 31 1922

THE SECRETARY:

I wish to nominate Mr. D. J. Price for the new member of the Bureau's Clerical Efficiency Committee. Mr. Price will succeed Dr. Dunbar, whose term has expired.

The Committee will then consist of Mr. S. A. Postle, Chairman, Dr. R. W. Balcom, and Mr. D. J. Price.

Respectfully,


Acting Chief.

RECEIVED
NOV 15 1921
For

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF SOILS,
WASHINGTON, D. C.

ADDRESS ALL COMMUNICATIONS TO
"CHIEF, BUREAU OF SOILS,"

November 15, 1921.

MEMORANDUM for Mr. Reese, Chief Clerk:

I beg to submit the following as the Efficiency Committee of this
Bureau for December 1, 1921:

Mr. A. G. Rice, Chairman
Mr. Henry A. Donovan
Mr. J. W. McKericher, vice Mr. G. W. Baumann

Very truly yours,

AG Rice
Assistant to the Chief

McKericher

BANKERS OPINION OF

THE UNITED STATES WAREHOUSE ACT

The United States warehouse Act has received the endorsement of bankers generally throughout the country, and in several instances bankers associations and bankers have voluntarily issued circular letters to their customers strongly commending it and urging warehousemen to become licensed. In addition to these, a number of letters have been received from prominent bankers. Permission has been obtained from some of them to quote from their letters. The excerpts from letters which appear below are selected because they reflect the views of banking institutions of the highest type, which at the same time are in widely removed States. Since all of these banks are large institutions and have numerous correspondents, it is probable that each letter will fairly serve as a composite of the views of the officials of many other banks in their respective territories. The letters follow:

"We have your letter of October 28th, with request that you would be glad to have us comment upon the warehouse Act.

"Anything which can be done to make the grading, and the storing of commodities more systematic in the United States, will be of very great value not only to the original producer of the commodities, but also to the financing of them from the producer to the consumer. In this country we have scarcely yet begun the standardization, grading, and proper warehousing of our commodities. Therefore, both as bankers and citizens of the country, we cordially endorse any movement looking forward to the improvement of the marketing of American farm products.

Very truly yours,

F. O. Watts, President,
First and Third National Bank
of St. Louis, Missouri."

"In reply to yours of the 28th of October, would say that we are heartily in favor of the warehouse Act and would be glad to have in this vicinity warehouses organized under the provisions of the Act ready for business now. We feel that as time goes on, it will be more necessary to warehouse goods, and in order to meet the requirements of the producers, advances will have to be

THE
HISTORY OF THE
CITY OF BOSTON

FROM THE FIRST SETTLEMENT
TO THE PRESENT TIME
BY
JOSEPH NEALE
OF THE BOSTON BAR
IN TWO VOLUMES
VOL. I.

BOSTON:
PUBLISHED BY
JOSEPH NEALE
AT THE CORNER OF NASSAU AND NINTH STREETS
1846.

PRINTED BY
JOSEPH NEALE
AT THE CORNER OF NASSAU AND NINTH STREETS
1846.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY

WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO

April 1, 1922.

O-P

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In accordance with the requirements of amended Paragraph 32 of the Administrative Regulations, I recommend that Mrs. A. B. Morrison be appointed a member of the Bureau Committee on Efficiency to succeed E. A. Goldman, who has served during the past year.

Mrs. Morrison is especially well fitted to serve as a member of this committee because of her thorough knowledge of the clerical personnel and her sound and impartial judgment.

The new personnel committee will be made up as follows:

W. C. Henderson, Chairman,
Lisle Morrison,
Mrs. A. B. Morrison.

Respectfully,

W C Henderson

Acting Chief of Bureau

RECEIVED
APR 3 1922
Office of the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO

October 5, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

As required by memorandum No. 325, I would recommend the appointment of Lisle Morrison as a member of the Bureau Efficiency Committee to succeed W. R. Dillon, whose term will expire with this month.

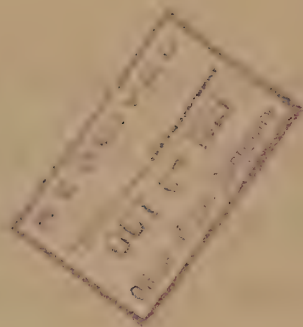
Mr. Morrison has been connected with the Bureau for several years, and I am sure will be impartial in his decisions as to the relative efficiency of the clerical employees.

With the change suggested, the personnel of the new committee will consist of the following:

W. C. Henderson, Chairman,
E. A. Goldman,
L. Morrison.

Respectfully,


Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

C

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

May 9, 1922.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

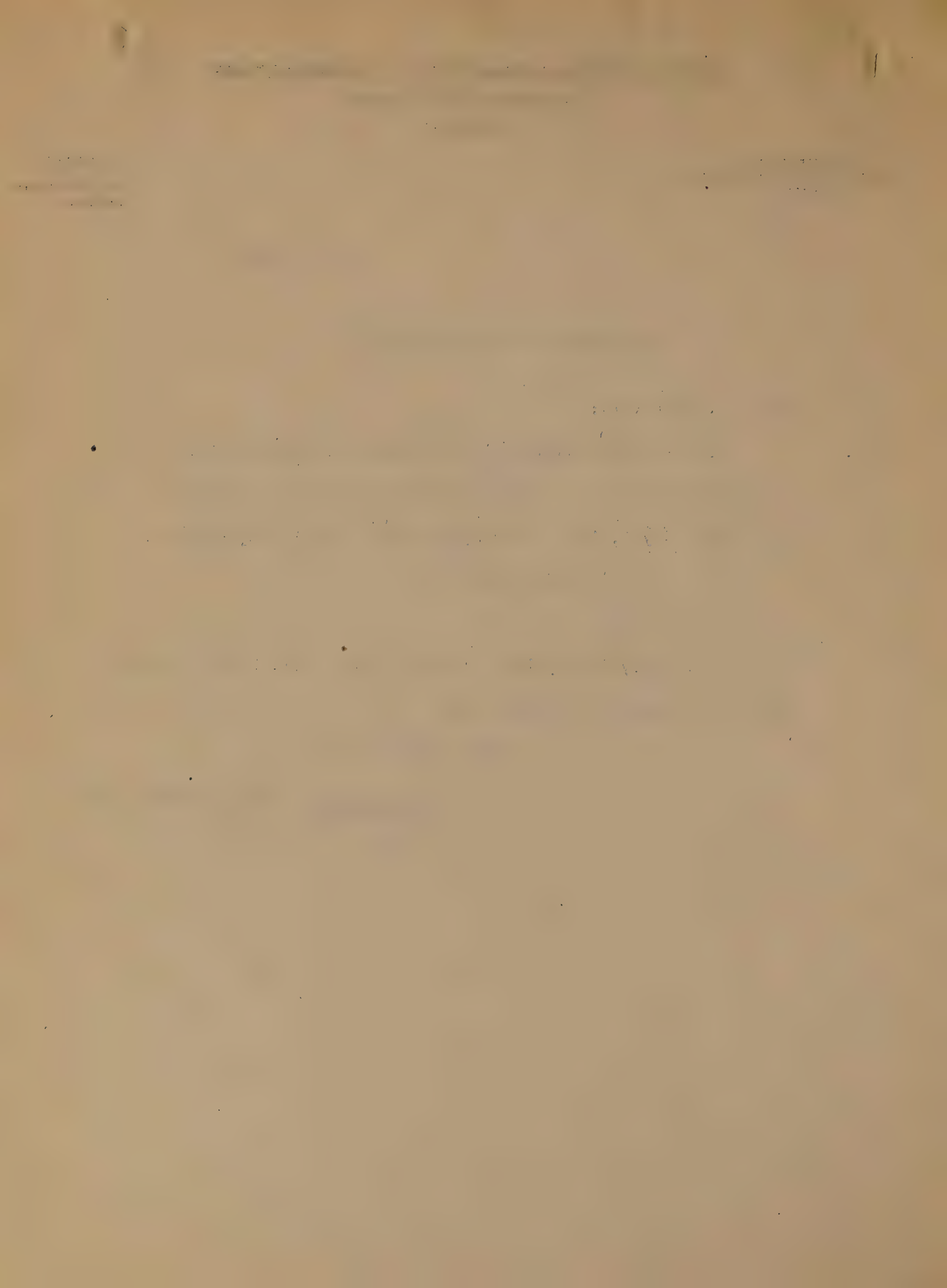
It is recommended that the Division of Publications Committee on Clerical Efficiency for the six-months period beginning May 1, 1922, be composed of the following members:

F. W. Perkins, Chairman.
C. E. Bracey.
J. O. Riley.

Mr. Riley is appointed in the place of Mr. Dixon Merritt, whose term expired with April 30.

Very sincerely yours,

Geo. L. Graves Jr.
Chief of Division.



UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

RECEIVED

NOV 10

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

C

November 12, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

I wish to recommend the appointment of Mr. C. E. Bracey as a member of the Efficiency Committee of this Division to replace Mr. Everard. Mr. Bracey has been employed in the Division of Publications for approximately twenty-four years and is in charge of the Addressing, Duplicating and Mailing Section. He has a wide and intimate knowledge of the personnel of the Division and enjoys the confidence of the employees. It is my feeling that Mr. Bracey's judgment will be of great value in making up the efficiency register.

Very sincerely yours,

Geo. L. Geary Jr.
Chief of Division.

The German
memo saying
OK. *Wey*

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

G

November 15, 1921.

Mr. John L. Cobbs, Jr.,

Chief, Division of Publications.

Dear Mr. Cobbs:

The Secretary has approved the recommendation made in your memorandum of November 12 that Mr. C. E. Bracey be designated as a member of the Efficiency Committee of the Division of Publications in place of Mr. Everard.

Very truly yours,

W. A. Camp

Administrative Assistant.

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
WASHINGTON, D. C.

November 18, 1921.

Handwritten signature

Mr. John H. Jones, Esq.

Chief, Division of Publications.

Dear Mr. Jones:

The Secretary has approved the recommendation made in your memorandum of November 12 that Mr. J. H. Jones be designated as a member of the Attorney General's Committee of the Division of Publications in place of Mr. Howard.

Very truly yours,

Administrative Assistant

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

C

September 30, 1921.

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

It is recommended that the Division of Publications Committee on Clerical Efficiency for the six-months period commencing November 1, 1921, be composed as follows:

F. W. Perkins, Chairman
L. C. Everard
Dixon Merritt

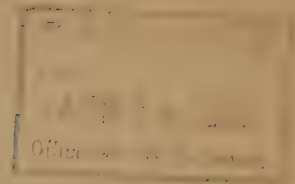
As Chairman of the Committee, Mr. Perkins' appointment is, of course, indefinite. When he was appointed vice W. A. Jump, L. C. Everard was appointed to fill his unexpired term as a member of the Committee. This term expires with October 31, but as Mr. Everard is familiar with the work of the Division and its clerical and sub-clerical personnel, it is recommended that he be appointed for a period of one year, which will make his service expire with October 31, 1922. The term of Dixon Merritt, the third member, does not expire until next May.

Very truly yours,

John L. Cobbs, Jr.
John L. Cobbs, Jr.,
Chief of Division.

REC
TIME
SEP 30 1921
Office of the

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.



April 12, 1922.

The Honorable,

The Secretary of Agriculture.

Sir:

In accordance with Paragraph 32 of the Administrative Regulations and memorandum No. 325 of August 18, 1920, you are respectfully advised that I desire to nominate Mr. William R. Fuchs and Mr. Charles J. Benner as members of the committee on clerical efficiency of this Division, effective May 1, 1922, to succeed Mr. John M. Kemper, Jr. and Mr. John H. Lynch, whose term will expire on April 30, 1922. Mr. Fuchs has been employed in this Division since 1910 and is at present one of my executive assistants and has been a member of the efficiency committee quite a number of times in the past. While Mr. Benner has never served on the committee, he has been employed in this Division since 1911, except for an absence while in the military service during the World War, and is at present in charge of the section keeping the Civil Service retirement record and is thoroughly familiar with the personnel of the Division.

In accordance with this recommendation the efficiency committee of this Division, effective May 1, would be composed

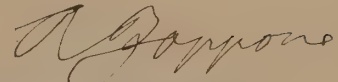
of the following members:

Mr. W. J. Nevius, Chairman,

Mr. Wm. R. Fuchs,

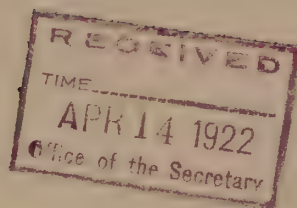
Mr. Chas. J. Benner.

Very respectfully,



Chief of Division.

Administrative Note



UNITED STATES DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD
WASHINGTON, D. C.

JGS:MBN

ADDRESS ALL CORRESPONDENCE
TO THE INSECTICIDE AND FUNGICIDE
BOARD.

In reply refer to

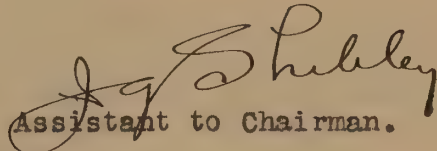
November 16, 1921.

To the SECRETARY:

We beg to submit below the names for the Committee on
Clerical Efficiency, effective December 1, 1921:

M. B. Waite, Chairman;
J. L. Monarch (vice, J. G. Shibley);
W. D. Lynch.

Respectfully,


Assistant to Chairman.

RECEIVED BY THE OFFICE OF THE SECRETARY OF THE ARMY

1911

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL HORTICULTURAL BOARD
WASHINGTON, D. C.

March 18, 1922.

MEMORANDUM FOR THE SECRETARY.

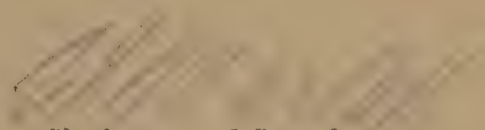
Dear Mr. Secretary:

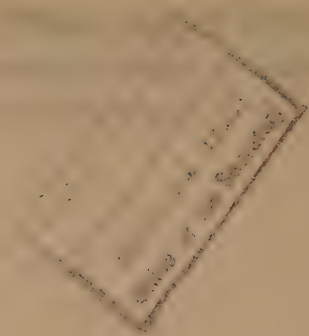
The following names are respectfully submitted to serve as the Efficiency Committee for the Federal Horticultural Board during the ensuing year:

Geo. B. Sudworth, Chairman
E. R. Sasscer, vice W. A. Orton
R. C. Althouse, vice J. A. Stevenson.

All of these persons are thoroughly familiar with the qualifications and ability of the clerical employees of the Board.

Yours very truly,


Chairman of Board.



THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
1000 S. MICHIGAN AVE.
CHICAGO, ILL. 60607
U.S.A.

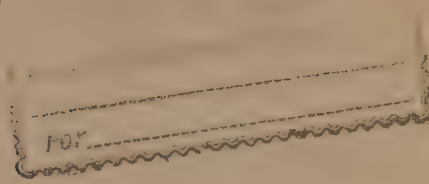
UNITED STATES DEPARTMENT OF AGRICULTURE
FIXED NITROGEN RESEARCH LABORATORY
WASHINGTON, D. C.

OFFICE OF DIRECTOR

December 1st, 1921

*M. W. [unclear]
Note [unclear]*

Chief Clerk,
Department of Agriculture,
Washington, D. C.



Dear Sir:

Please be advised that I have this date, as per your instructions, appointed the following gentlemen to act as an efficiency committee in connection with promotions:

Dr. Joseph M. Braham, Chairman.

Mr. Herbert J. Krase, Representing Technical Employees.

Mr. H. M. Frampton, Representing Non-technical Employees.

Respectfully,

R. C. Tolman

R. C. Tolman, Director

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DEPARTMENT OF AGRICULTURE
UNITED STATES OFFICE OF THE SECRETARY
WASHINGTON

November 7, 1921.

*Will do it
When does next
memo on this
come out?
J*

Dr. H. C. Taylor,

Chief, Bureau of Markets and Crop Estimates.

Dear Dr. Taylor:

Referring to your memorandum of November 1, the Secretary has approved your recommendation that Mr. Alexander M. Agelasto be authorized to serve as a member of your Bureau Clerical Efficiency Committee in place of Mr. L. S. Tenny.

Very truly yours,

Therefore, I wish to submit the name of Alexander M. Agelasto in place of Mr. Tenny.

WAS
Administrative Assistant.

Mr. Agelasto is employed in our Division of Cotton Marketing as a Marketing Assistant. He has been employed in the Bureau since June 28, 1920, and has a broad knowledge of its personnel, and is believed to be well qualified to serve as a member of the Bureau Clerical Efficiency Committee.

Very respectfully,

H. C. Taylor
Director

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

3

Dr. H. C. Taylor.

Chief, Bureau of Markets and Crop Estimates.

Dear Dr. Taylor:

Referring to your memorandum of November 1, the Secretary
has approved your recommendation that Mr. Alexander M. Agolasto
be authorized to serve as a member of your Bureau Clerical Effi-
ciency Committee in place of Mr. L. S. Tenny.

Very truly yours,


Administrative Assistant.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON

RECORDED
INDEXED
TIME
NOV - 5 1921
Office of the Secretary

November 1, 1921.

MEMORANDUM FOR THE SECRETARY.

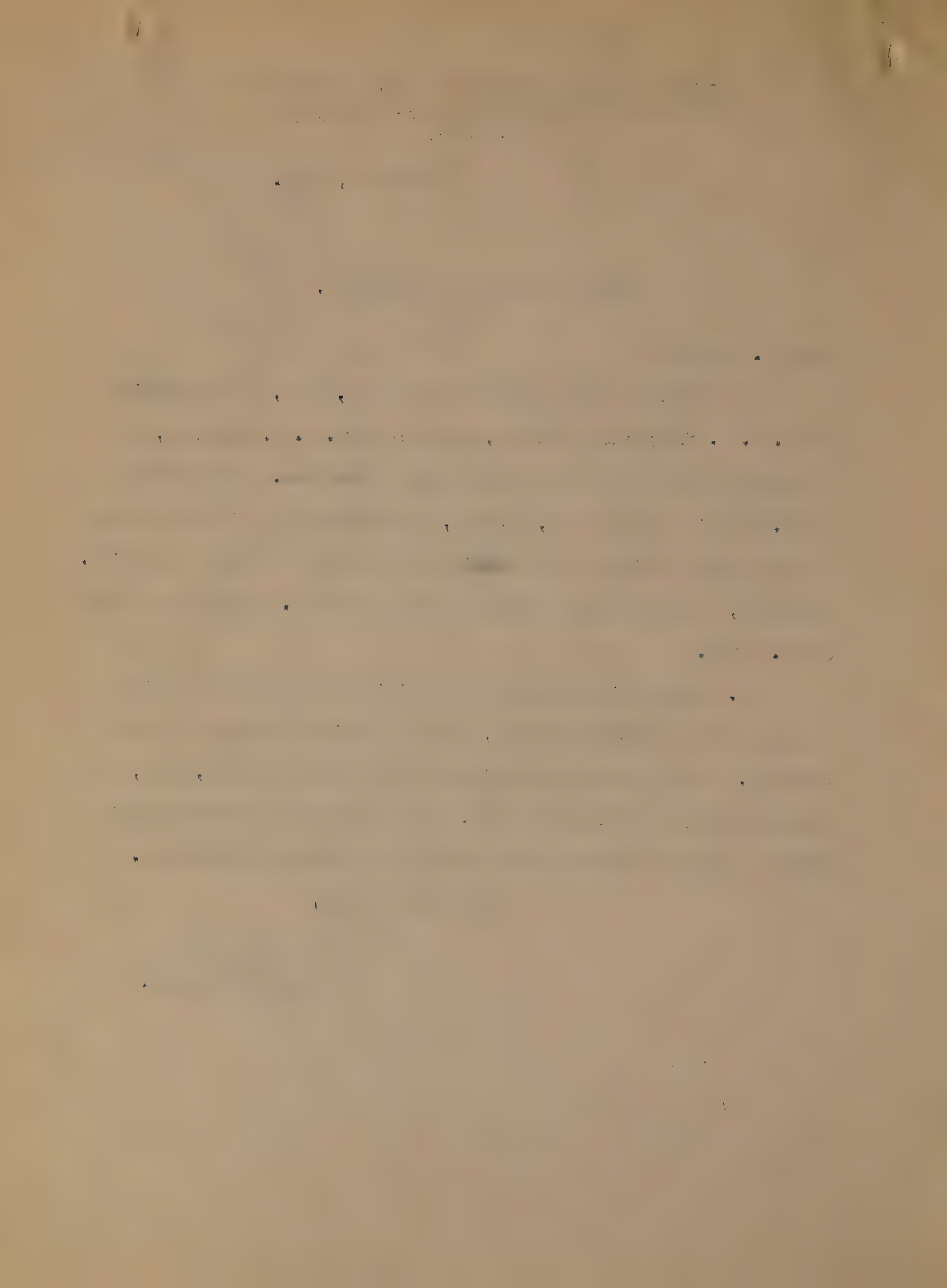
Dear Mr. Secretary:

In the Bureau's memorandum of October 5, 1921, the nomination of Mr. L. S. Tenny was submitted, to succeed Mr. G. W. Morrison, as a member of the Bureau Clerical Efficiency Committee. The condition of Mr. Tenny's work is such, however, that he has found it impossible to attend the meetings of this Committee which are now being held daily. Therefore, I wish to submit the name of Alexander M. Agelasto in place of Mr. Tenny.

Mr. Agelasto is employed in our Division of Cotton Marketing as Specialist in Cotton Classing, at times acting in charge of that Division. He has been employed in the Bureau since June 28, 1915, has a broad knowledge of its personnel, and is believed to be well qualified to serve as a member of the Committee on Clerical Efficiency.

Very respectfully,

H. C. Taylor
Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON

October 19, 1921.

[Handwritten signature]

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In a memorandum dated October 5th, this Bureau, in accordance with Paragraph 32 of the Administrative Regulations, submitted nominations for membership of the Committee on Clerical Efficiency, which is to meet on November 1, and included the names of Messrs. C. D. Ashmore and C. E. Gage.

Mr. Ashmore was nominated to serve the unexpired term of Mr. Stephen Bray, transferred to the Office of the Secretary in connection with regulatory work. Since the Bureau's nominations were submitted, it appears that Mr. Ashmore will also be transferred to the Office of the Secretary and will probably be unable to meet with the Committee, so that it now becomes necessary to nominate another person to serve the unexpired term of Mr. Bray. For this purpose, the name of Mr. C. E. Gibbons, Assistant in Marketing Live Stock and Meats, is submitted.

Mr. Gage is at present attending a series of field conferences of Agricultural Statisticians in the West and it is not believed that he will be able to return in sufficient time to meet with the Committee. It is therefore recommended that Mr. Frank Andrews, Statistical Scientist, be designated to serve in his stead.

Mr. Gibbons would represent the Live Stock and Meats Division, as was contemplated in the case of Mr. Ashmore, and Mr. Andrews would represent the Division of Agricultural Prices and Statistics. Mr. Andrews has previously served on the Committee on Clerical Efficiency in the former Bureau of Crop Estimates.

Very respectfully,

H. C. Taylor
Chief of Bureau.

Will Woulfe
OK
was

10/24/21

Recd
October 15, 1921.

Dr. H. G. Taylor,

Chief, Bureau of Markets and Crop Estimates.

Sir: Bureau of Markets and Crop Estimates,

Your memorandum of the 5th instant, submitting nominations for membership of the Committee on Clerical Efficiency of your bureau and suggesting a change in procedure so as to discontinue the service on the committee of any permanent voting member, has been considered.

You recommend that your Committee on Clerical Efficiency shall consist of a permanent non-voting chairman, and five voting members each to serve one year including two semi-annual meetings of the Committee, two members to be replaced at the end of one semi-annual period and the other three members to be replaced at the end of the next semi-annual period. The plan as outlined seems to be feasible and same is approved for a period of one year, with the understanding that it is to be tried as an experiment. At the end of the one-year period you will make a report to me as to its workings, stating whether or not it has been found satisfactory and an improvement over the present method and if it is desired to continue

January 15, 1901.

Dr. H. C. Taylor.

My dear Dr. Taylor:

Dear Sir:

I am very glad to hear of the success of the Commission in its work. It is a great relief to know that the Commission has been able to complete its work in a satisfactory manner. I am sure that the Commission has done a very good job of its work, and that the results of its work will be of great value to the Government.

Very truly yours,

Wm. H. Taft

I am very glad to hear of the success of the Commission in its work. It is a great relief to know that the Commission has been able to complete its work in a satisfactory manner. I am sure that the Commission has done a very good job of its work, and that the results of its work will be of great value to the Government.

same, in order that I may further consider the matter so far as your bureau is concerned and also as to the desirability of it being adopted for all the bureaus of the Department. Paragraph 32 of the Administrative Regulations is hereby waived accordingly.

I also approve the nominations recommended in your memorandum for membership on the Committee on Clerical Efficiency for the Bureau of Markets and Crop Estimates, as follows:

F. J. Hughes, Chairman (non-voting)
C. D. Ashmore, (to serve the unexpired term of
Stephen Bray, transferred to
the Office of the Secretary)
R. V. Bailey,
C. E. Gage,
L. S. Tenny,
H. F. Fitta.

Very truly yours,

Secretary.

X

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON

October 5, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In accordance with Paragraph 32 of the Administrative Regulations, as amended by Memorandum No. 320, there are submitted herewith for approval, the nominations for membership of the Committee on Clerical Efficiency of the Bureau of Markets and Crop Estimates, to become effective, November 1, 1921, as follows:

F. J. Hughes, Chairman (non-voting)
C. D. Ashmore (to serve the unexpired term of
Stephen Bray, transferred to the
Office of the Secretary).
R. V. Bailey.
C. E. Gage.
L. S. Tenny.
H. F. Pitts.

The last Committee on Clerical Efficiency in a report dated May 20, 1921, recommended that consideration be given to the question of changing the present method of procedure so as to discontinue the service on the Committee of any permanent voting member. The Committee believed that the continuous representation of one division on the Committee on Clerical Efficiency has been the cause of the creation of a certain feeling in the various divisions and projects of the Bureau that such continuous representation has given the clerical and sub-clerical employees of the division so represented an unfair advantage over the employees of other divisions. While it is not thought that there ever has been any conscious partiality on the part of any member of the Committee on Clerical Efficiency toward the employees in his own particular division, it seems probable that due to the greater familiarity with the responsibilities of the positions occupied and the efficiency of the various individual occupants, it is difficult for any member of the Committee to give the same consideration to the claims of employees in other divisions with which he is less familiar. I concur in the views expressed by the Committee and believe that the step recommended will go far toward avoiding the creation of any erroneous impressions and will insure to a greater degree the fair consideration of the merits of employees of all divisions and projects on an equal basis. However, it is thought to be quite important that there shall sit with the Committee in some capacity a person who has acquired a thorough familiarity with the methods of procedure in the

execution of Administrative Regulations governing the preparation of efficiency reports and registers, and the policies and precedents of the Bureau. In the selection of the membership of the next Committee on Clerical Efficiency, I have therefore nominated Mr. F. J. Hughes, Administrative Assistant, as the permanent non-voting Chairman. Mr. Hughes has been sitting with the Committee for the past several meetings in an advisory capacity and as Secretary. He has acquired a thorough knowledge of the Committee's methods of procedure and has a wider knowledge of the nature of the positions filled and of the degrees of personal efficiency of the clerical and sub-clerical personnel of the Bureau than probably any other person in the Bureau. He is regarded as being in every way qualified for the permanent chairmanship.

Mr. C. E. Ashmore is nominated to serve the unexpired term of Mr. Stephen Bray who has been transferred to the Office of the Secretary and will represent the Live Stock and Meats Division.

Mr. C. E. Gage is a present member of the Committee and will represent the Division of Crop Estimates.

Mr. R. V. Bailey has heretofore served as permanent Chairman on the Committee on Clerical Efficiency and in line with the suggested appointment of a permanent non-voting Chairman, he is nominated as a voting member of the Committee to serve on the next Committee, by which means the Branch of Operation, of which he is in charge, will be represented on the same basis as other divisions and projects of the Bureau. The appointment of the permanent non-voting Chairman is deemed especially desirable and advisable at this time, in view of the pending reorganization and consolidation of the Bureau of Markets and Crop Estimates and the Office of Farm Management and Farm Economics, which will to some extent affect the Branch of Operation, and it will enable the Bureau to extend voting representation on the Committee to the additional units involved on an equal basis.

Mr. L. S. Tenny, Assistant to Chief of Bureau, in charge of the Division of Cooperative Relations, is nominated to succeed Mr. G. W. Morrison, whose term has expired.

Mr. H. F. Fitts, Assistant in Charge of Regulatory Work, is nominated to succeed Mr. C. W. Kitchen, whose term has also expired.

These gentlemen are familiar with the Bureau organization and have in most cases considerable knowledge of its personnel, and it is believed that they are thoroughly qualified for membership on the Committee on Clerical Efficiency. Mr. Tenny would serve for the first time as a member of the Committee and Mr. Gage has served previously in that capacity in the former Bureau of Crop Estimates.

It will be noted in connection with the change in procedure herein recommended that the voting membership of the Committee will remain the same as provided for in Paragraph 32 of the Administrative Regulations, namely, five in number, the principal change being the establishment of a permanent non-voting chairmanship. Under the plan

The first part of the paper is devoted to a general discussion of the problem. It is shown that the problem is of great importance in the theory of the structure of the atom. The second part is devoted to a detailed analysis of the results of the experiment. It is shown that the results are in good agreement with the theory.

The third part of the paper is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory. The fourth part is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory.

The fifth part of the paper is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory. The sixth part is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory.

The seventh part of the paper is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory. The eighth part is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory.

The ninth part of the paper is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory. The tenth part is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory.

The eleventh part of the paper is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory. The twelfth part is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory.

The thirteenth part of the paper is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory. The fourteenth part is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory.

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The twenty-first part of the paper is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory. The twenty-second part is devoted to a discussion of the results of the experiment. It is shown that the results are in good agreement with the theory.

proposed each voting member will serve for a year, including two semi-annual meetings of the Committee as at present; two members will be replaced at the end of one semi-annual period, and three at the end of the next.

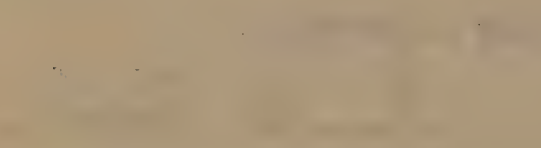
In the event that the foregoing procedure is approved, it is requested that Paragraph 32 of the Administrative Regulations be waived in so far as the Bureau of Markets and Crop Estimates is concerned so as to provide for a Committee on Clerical Efficiency of six members, to consist of a permanent non-voting chairman and five voting members to be nominated in the manner herein described.

Very respectfully,

Leon M. Estabrook.

Associate Chief of Bureau.

THE UNIVERSITY OF CHICAGO



COPY

U. S. DEPARTMENT OF AGRICULTURE
Bureau of Markets
Washington, D. C.

Approved
6-15-1921 GL

May 20, 1921

MEMORANDUM FOR MR. LIVINGSTON

Dear Mr. Livingston:

The Committee on Clerical Efficiency is aware of a feeling that exists in the various divisions and projects of the Bureau that for one division to be continuously represented on the Committee on Clerical Efficiency gives the clerical and sub-clerical employees of that division an advantage which is unfair to others. While the committee does not feel that there ever has been any conscious partiality on the part of any member of the Committee on Clerical Efficiency toward the employees of his own division, it seems probable that, due to greater familiarity with the responsibilities of the positions occupied and the efficiency of the various individual occupants, it is difficult for any member of the committee to give the same consideration to the claims of employees in other divisions with which he is less familiar. In any event, the feeling throughout the Bureau to which reference is made is such that the committee believes that it should be given consideration. It, therefore, seems to be desirable to change the present method of procedure so as to prevent the service on the committee of any permanent voting member. However, it is considered by the committee that it is quite necessary that there sit with the committee in some capacity a person who has acquired a thorough familiarity with its methods of procedure, policies, and precedents.

The method best adapted to meet these various needs and which is recommended by the committee is as follows: To designate a permanent, non-voting chairman and to have the remainder of the committee consist of five voting members, each member serving for a year, including two semi-annual meetings of the committee; two to be replaced at the end of one semi-annual period, and the three at the end of the next.

Mr. Fred J. Hughes, the Administrative Assistant in Charge of Appointments for the Bureau, has been sitting with the committee for the past several meetings as an advisor and as secretary. He has acquired a thorough knowledge of the committee's methods of procedure, policies, and precedents and has a wider knowledge of the nature of

Memo. Mr. Livingston --- 5/20/21 --- 2.

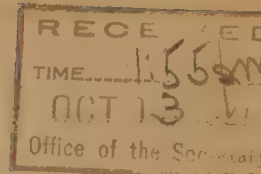
the positions filled and of the degrees of personal efficiency of the clerical and sub-clerical personnel of the Bureau than any other person in the Bureau could ever have. He is in every way qualified for the permanent chairmanship, and the committee wishes to include in its recommendation the suggestion that Mr. Hughes be designated as the committee's permanent, non-voting chairman, to succeed the present chairman upon November 1, 1921.

Very truly yours,

(Signed) R. V. Bailey
C. W. Kitchen
Stephen Bray
Chas. E. Gage
G. W. Morrison

Committee on Clerical Efficiency.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.



October 12, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

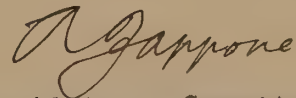
The attached letter from the Bureau of Markets and Crop Estimates, dated October 5, 1921, submitting nominations for membership of the Committee on Clerical Efficiency of that bureau, and suggesting a change in procedure so as to discontinue the service on the committee of any permanent voting member, has been carefully considered by the Advisory Committee on Finance and Business Methods.

It is recommended by the bureau that their Committee on Clerical Efficiency shall consist of a permanent non-voting chairman, and five voting members each to serve one year including two semi-annual meetings of the committee, two members to be replaced at the end of one semi-annual period and the other three members to be replaced at the end of the next semi-annual period. Your Committee is inclined to favor the proposed change in order to give it a trial. In fact, a method similar to this has heretofore been suggested for all the bureaus of the Department but upon taking the matter up with the various bureaus it did not seem to meet with favor at that time.

The Committee recommends your approval of this plan by the Bureau of Markets and Crop Estimates for a period of one year as an experiment, at the end of which time a report shall be made by that bureau as to its workings, and the matter further considered as to the desirability of it being adopted for all the bureaus of the Department.

A proposed reply, approving the recommendations of the Bureau of Markets and Crop Estimates, is submitted herewith for your consideration.

Very respectfully,

A handwritten signature in cursive script, appearing to read "A. Gappone".

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

2
-two more for your own

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

UNITED STATES DEPARTMENT OF AGRICULTURE

FIXED NITROGEN RESEARCH LABORATORY

WASHINGTON

OFFICE OF DIRECTOR

August 7, 1922

Mr. W. A. Jump, Administrative Assistant,
U. S. Department of Agriculture,
Washington, D. C.

Dear Mr. Jump:

Replying to your letter of July 31,
concerning the new efficiency ratings, I desire
to advise you as follows.

We have seventeen employees in the
clerical or sub-clerical grades, who come within
the scope of the Standard Efficiency Ratings.
On a recent register all of our employees were
satisfactorily cared for. Consequently we cannot
offer any suggested change or make any recommenda-
tions so far as our employees are concerned.

Very truly yours,



R. C. Tolman,
Director

100-2

AUG - 1922
Office of the Secretary

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

July 31, 1922.

Memorandum to the

Secretary's File Room

The new system of efficiency ratings prescribed by the Bureau of Efficiency establishes the eligibility for promotion of employees in the various grades but not necessarily the order in which promotions should be made during the ensuing six months. In order, therefore, to continue to carry out the principle laid down by the present Administrative Regulations of the Department, providing for the maintenance of promotion registers in the clerical and sub-clerical grades, the Secretary has accepted from each bureau for the current six months a register indicating the order in which the Boards of Review appointed under the new efficiency system, with the approval of the Chief of the Bureau, feel that the employees listed should be promoted. The registers so submitted naturally have not been uniform as to their makeup. In view of the confusion incident to the establishment of the new efficiency rating system, however, these registers will be allowed to stand, but on or before December 1 the Secretary will indicate a standard form to be followed in the compilation of the bureau efficiency registers for the next six months period.

Under the present system, each recommendation to the Secretary for the filling of vacancies by promotion of employees covered by the system, should include the following specific statements:

1. That the employee recommended is eligible for promotion under the new system.
2. That he or she stands first on the promotion register or for other reasons specifically stated should be promoted ahead of other employees.

If, in recommending a promotion, any employee whose duties allocate him to a certain grade is passed over and an employee in a lower grade is recommended, the reasons for such deviation should be explicitly set out. As in the past, in all recommendations where the advancement of other than the employee regularly next in order is contemplated, the concurrence of the bureau efficiency committee should be indicated.

The Administrative Regulations of the Department covering clerical promotions will not be amended immediately, such action being deferred until the new system of efficiency ratings has been operative for a sufficient time to point out the proper steps to be taken. In the meantime the Secretary will be glad to have your suggestions and recommendations on the subject.

Sincerely yours,

W. A. JONES

Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

11

July 11, 1911

Aug 1, 1911

11 AM

The Department of Agriculture has the honor to acknowledge the receipt of your letter of the 28th inst. in relation to the proposed amendment to the act of March 3, 1907, relating to the promotion of employees of the Department of Agriculture. The Department is currently engaged in a study of the proposed amendment and will submit a report to the President in due season. In the meantime, the Department is maintaining the status quo and no change will be made in the promotion of employees of the Department of Agriculture.

Under the present system, each recommendation to the Secretary for the promotion of an employee is subject to the following conditions:

1. That the employee has been in the service of the Department for a period of not less than one year.
2. That he or she stands first on the promotion register or that other reasons specifically stated should be promoted ahead of other employees.

In the event of a promotion, any employee whose duties are of a special nature and who is not a member of the civil service should be promoted. The Bureau of Entomology and Plant Quarantine should be indicated.

The Department of Agriculture is currently engaged in a study of the proposed amendment and will submit a report to the President in due season. In the meantime, the Department is maintaining the status quo and no change will be made in the promotion of employees of the Department of Agriculture.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 31, 1922.

The new system of efficiency ratings prescribed by the Bureau of Efficiency establishes the eligibility for promotion of employees in the various grades but not necessarily the order in which promotions should be made during the ensuing six months. In order, therefore, to continue to carry out the principle laid down by the present Administrative Regulations of the Department, providing for the maintenance of promotion registers in the clerical and sub-clerical grades, the Secretary has accepted from each bureau for the current six months a register indicating the order in which the Boards of Review appointed under the new efficiency system, with the approval of the Chief of the Bureau, feel that the employees listed should be promoted. The registers so submitted naturally have not been uniform as to their makeup. In view of the confusion incident to the establishment of the new efficiency rating system, however, these registers will be allowed to stand, but on or before December 1 the Secretary will indicate a standard form to be followed in the compilation of the bureau efficiency registers for the next six months period.

Under the present system, each recommendation to the Secretary for the filling of vacancies by promotion of employees covered by the system, should include the following specific statements:

1. That the employee recommended is eligible for promotion under the new system.
2. That he or she stands first on the promotion register or for other reasons specifically stated should be promoted ahead of other employees.

If, in recommending a promotion, any employee whose duties allocate him to a certain grade is passed over and an employee in a lower grade is recommended, the reasons for such deviation should be explicitly set out. As in the past, in all recommendations where the advancement of other than the employee regularly next in order is contemplated, the concurrence of the bureau efficiency committee should be indicated.

The Administrative Regulations of the Department covering clerical promotions will not be amended immediately, such action being deferred until the new system of efficiency ratings has been operative

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

July 31, 1917.

The following is a list of the names of the persons who have been appointed to the positions of Special Agents in Charge of the Bureau of Plant Industry, Department of Agriculture, for the year 1917. The names are listed in alphabetical order of their last names. The names of the persons who have been appointed to the positions of Special Agents in Charge of the Bureau of Plant Industry, Department of Agriculture, for the year 1917 are: [illegible names]

Under the present system, the Bureau of Plant Industry is covered by the following list of Special Agents in Charge:

That the employees recommended as eligible for promotion under the new system.

The following is a list of the names of the persons who have been appointed to the positions of Special Agents in Charge of the Bureau of Plant Industry, Department of Agriculture, for the year 1917. The names are listed in alphabetical order of their last names. The names of the persons who have been appointed to the positions of Special Agents in Charge of the Bureau of Plant Industry, Department of Agriculture, for the year 1917 are: [illegible names]

The following is a list of the names of the persons who have been appointed to the positions of Special Agents in Charge of the Bureau of Plant Industry, Department of Agriculture, for the year 1917. The names are listed in alphabetical order of their last names. The names of the persons who have been appointed to the positions of Special Agents in Charge of the Bureau of Plant Industry, Department of Agriculture, for the year 1917 are: [illegible names]

for a sufficient time to point out the proper steps to be taken. In the meantime the Secretary will be glad to have your suggestions and recommendations on the subject.

Sincerely yours, HENRY TARY

Dear Mr. Secretary:

Administrative Assistant.

for a sufficient time to point out the proper course to be taken.
In the meantime the Government will be glad to have your suggestions
and recommendations on the subject.

Very truly yours,
John D. Long

Enclosure (see last page).

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

July 5, 1922.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods has considered the attached file of papers in regard to efficiency ratings and submits herewith draft of a circular letter to all branches of the Department with regard to recommendations for promotion under the system of efficiency ratings established by the Bureau of Efficiency.

The Committee believes that this is all that can be effectively done at the present time in setting up an orderly procedure for recommending promotion and for furnishing your office with adequate records for checking purposes.

The Committee recommends at this time, rather a suspension of the existing administrative regulations governing efficiency ratings than a complete revision thereof, for the reason that the system now established by the Bureau of Efficiency applies only to clerical and sub-clerical employees in Grade VIII and below, and that the Bureau of Efficiency is understood to be preparing another system of efficiency ratings which will include the scientific, technical and administrative staff from Grade IX up. It is obvious that the two systems will not only meet, but overlap. A final revision of the regulations on efficiency ratings should therefore be postponed until the two systems can be considered together.

The Committee believes, however, that a departmental committee to consider changes in the allocations of employees and deviation from the regular order of promotions would be useful and should be appointed. It is possible that disputes involving allocations and deviations from the regular order of promotion may arise and the committee recommended will be practically essential to consider such cases and advise you in regard to them.

Very respectfully,

A handwritten signature in cursive script, appearing to read "A. G. Gopponi".

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

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UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

June 16, 1922.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

I had a meeting Thursday afternoon in my office at which the following bureau representatives were present:

Mr. C. C. Carroll,
Mr. H. E. Allanson,
Mr. G. G. Anderson,
Mr. A. T. Krueger,
Mr. R. H. Weightman,
Mr. S. R. Postle.

We considered the point raised by you in the first paragraph of the attached memorandum.

All the Bureau representatives present are of course arranging an efficiency register under the new system which will establish eligibility for promotion. Some of them are establishing supplementary records which will establish the order in which promotions should be made. Some of them are arranging the Bureau of Efficiency System of Ratings, so that it will in itself indicate the order of promotion. All understand that in recommending to the Secretary the promotion of an employee, they must make two statements: (1) that the employees' eligibility for promotion is established under the new system of ratings; and (2) that he stands first in his grade for promotion or, for other reasons clearly stated, should be promoted.

Will you have memo drawn to Bureau war

I do not think this situation can be greatly improved. The variations between the functions and work of employees in different branches of the Department is so great that no absolutely uniform procedure can be set up under this new system. I suggest that action be limited to a memorandum to bureaus somewhat along the following lines: // "The new system of efficiency ratings prescribed by the Bureau of Efficiency establishes the eligibility for promotion of employees in the various grades. It does not necessarily establish the order in which promotions should be made. Bureaus should provide either that their efficiency register under the new system indicate the order of promotion or establish such supplementary records within the bureau as will ^{indicate} ~~establish~~ the order of promotion. In making recommendations to the Secretary for the filling of vacancies by promotion, these ^{following} ~~specific~~ statements should be made: (1) that the employee recommended ~~for promotion~~ is eligible for promotion under the new system; (2) that he or she stands first on the promotion register, or, for other reasons specifically stated, should be promoted. A copy of the Bureau register and any supplementary records should be filed in the Office of the Secretary. //

Very truly yours,


Chief Clerk.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

June 14, 1922.

Mr. R. M. Reese,

Chief Clerk.

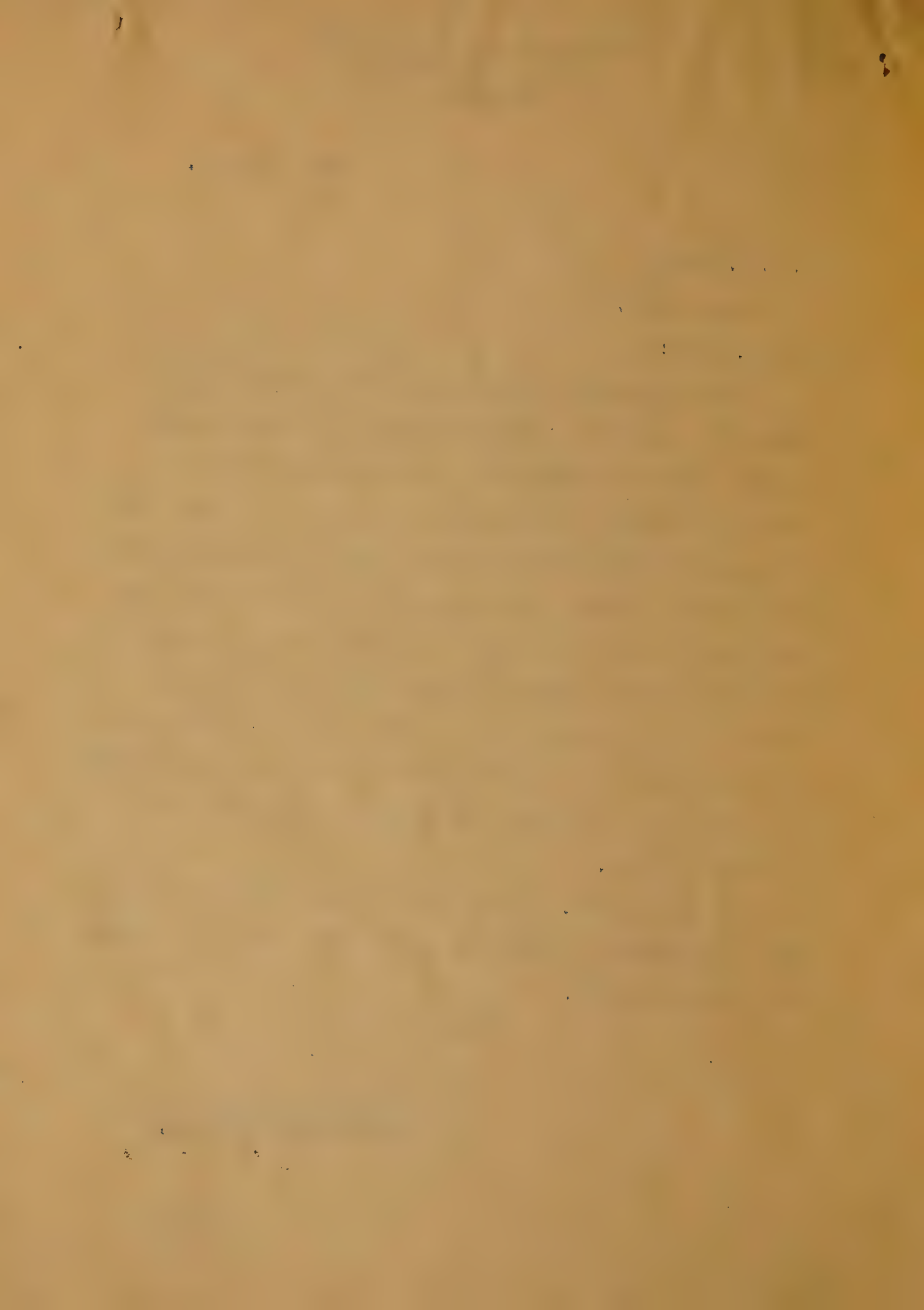
Dear Mr. Reese:

Referring to the attached paper, this brings up a matter which I have thought of several times lately, and that is, are we going to be in hot water in a few weeks with reference to clerical promotions, or will the new system be in operation, say by July 1, in such a way as to make it possible to gauge the recommendations for clerical promotions from the standpoint of equity and fairness to all concerned? If we anticipate any difficulty in this direction, should we not take some steps to avoid the trouble? It is quite possible, of course, that this already has been brought up and is fully taken care of, but I am merely raising the question for the purpose of heading off trouble if we seem to be running into it.

If you deem Mr. Allanson's suggestion as worthy of passing on to the bureaus, I suggest that you do it as the officer handling the efficiency system.

Sincerely yours,


Administrative Assistant.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

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JUN 12 1922

June 10, 1922.

Mr. R. M. Reese,

Chief Clerk.

Dear Mr. Reese:

If the chart which accompanies Mr. Allanson's memorandum of May 24 to supplement information brought out by the existing forms under the new efficiency rating system is a good thing for the Bureau of Plant Industry, should we not place it before all the bureaus for their information and adoption, if desired?

Sincerely yours,


Administrative Assistant.

Dear Mr. Jump:

At the meeting in my office between representatives of the Department interested in the new efficiency rating system and the representatives of the Bureau of Efficiency, the latter said that any bureau might set up any kind of intra-bureau record it desired for the purpose of helping in deciding upon promotions. Forest Service is setting up a "Promotion Register". Division of Publications I understand, is using our old efficiency sheets. Mr. Allanson's system is good though somewhat elaborate. It would be well enough to place it before all the bureaus for their information and adoption, if desired.

Sincerely yours,

June 12, 1922.


Chief Clerk.



July 3, 1922.

Doctor J. R. Mohler,

Chief, Bureau of Animal Industry.

Dear Doctor Mohler:

The new system of efficiency ratings prescribed by the Bureau of Efficiency establishes the eligibility for promotion of employees in the various grades, but not the order in which promotions should be made. To accomplish the latter result, therefore, each bureau should provide either that their efficiency register under the new system indicate the order of promotion or establish separately a promotion register within the bureau which will indicate the order of promotion. Such promotion register should include only the names of employees eligible for promotion arranged in promotion order by the grades established under the new system of Efficiency ratings. The present salary of each employee should be indicated in a parenthesis immediately following his name. A copy of the bureau register and any supplementary records should be filed in the Office of the Secretary.

In every recommendation to the Secretary for the filling of vacancies by promotion, the following specific statements should be made: (1) that the employee recommended is eligible for promotion

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under the new system; and (2) that he or she stands first on the promotion register, or, for other reasons specifically stated, should be promoted. If, in recommending a promotion, any employee whose duties allocate him to a certain grade is passed over and an employee in a lower grade is recommended, the reasons for such deviation shall be explicitly set out.

A departmental committee will be established in the Office of the Secretary for the purpose of reviewing changes in allocation and deviations from the promotion registers, as well as any other questions which may arise under the new system of efficiency ratings.

Respectfully yours,

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 15, 1923.

MEMORANDUM No. 426

FILED
OCT 18 1923
Please return to
the Secretary's File Room

Amendments to the Fiscal Regulations.

FILE
P. L. GLADMON.

Effective February 16, 1923, paragraphs 34, 35, and 51 of the Fiscal Regulations of the Department are amended to read as follows:

34(d) Fees to dining-room and bath stewards on steamers: Provided, however, That an employee authorized to receive a per diem allowance in lieu of subsistence and who is deprived thereof by paragraph 36(c) while on a steamer where the transportation charges include meals may be reimbursed for such fees in accordance with paragraph 32(g).

35(b) Fees to cabin and deck stewards on steamers, and, where the transportation charges include meals and payment of per diem is prohibited by paragraph 36(c), fees to dining-room and bath stewards.

51. Under the head of "Subsistence" insert "Fees to dining-room and bath stewards on steamers."

W. A. Ruggley
Acting Secretary.
W. A. R.

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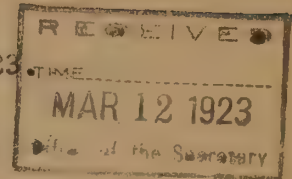


United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

March 7, 1923



MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

On January 27, 1923, the Advisory Committee on Finance and Business Methods submitted an amendment to paragraph 32(g) of the Fiscal Regulations, relative to reimbursement for fees to stewards on steamers, and recommended that same be approved. Accordingly, Memorandum No. 420 was issued by the Secretary under date of February 16, 1923.

In this connection it will also be necessary to amend certain sections of paragraphs 34, 35, and 51, and the Committee is submitting herewith a memorandum to accomplish the same with the request that it be approved and promulgated.

The proposed amendment has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

(

C. R.

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THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

1925

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DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED

★ MAR 25 1923 ★

March 26, 1923

MEMORANDUM NO. 427

Secretary's File Room.

Amendment to the Fiscal Regulations

File copy

Paragraph 12 of the Fiscal Regulations of the Department is hereby amended to read as follows:

12. BONDS.- Every employee whose duties require him regularly to receive and disburse money for the account of the United States will be placed under bond in a sufficient sum to protect the Government. In cases where the employee is called upon occasionally to transmit inconsequential sums to a receiving officer no bond will be required but the chief of each bureau will be expected to see that bonds are procured in proper cases. The penalty of the bond of each receiving and disbursing officer will be fixed by the Secretary of Agriculture, giving consideration to the amount of cash and funds intrusted to the officer as an incident of his service, and of the safeguards and checks by which he is surrounded. The Secretary will approve all requisitions for funds where the amount requisitioned together with the balance on hand exceeds the penalty of the bond: Provided, That unless previously authorized in writing such excess shall in no case be greater than twice the penalty of the bond unless an emergency exists which fact must be clearly set forth in a letter accompanying the requisition and have the approval of the bureau chief. Employees of the Forest Service and Bureau of Public Roads may be temporarily detailed as special deputy fiscal agents under the supervision of a fiscal agent of the Forest Service for the purpose of making payments in cases of emergency. Such special deputy fiscal agents shall give bond to the United States and the fiscal agent jointly and severally in a sum not less than \$5,000; such bonds will be examined by the Assistant to the Solicitor and approved by the District Forester before funds are placed to the credit of the deputy. In no event will the funds in possession of a special deputy fiscal agent at any one time be permitted to exceed the penalty of his bond. Special deputy fiscal agent's bonds, together with premium receipts and notices of renewal, will be filed in the office of the Fiscal Agent. The account of each deputy will be closed out as soon as the emergency for which he was appointed has passed, and in any event such action will be taken on or prior to the date of expiration of his bond.

C. W. Dingley
Acting Secretary.

(SHOWING CHANGES)

February , 1923.

MEMORANDUM No.

Amendment to the Fiscal Regulations.

Paragraph 12 of the Fiscal Regulations is hereby amended to read as follows:

12. BONDS.--Every employee whose duties require him to regularly (of this Department authorized to) receive (or) and disburse money for the account of the United States will be placed under bond in a sufficient sum to protect the Government. In exceptional cases where the employee is called upon to occasionally transmit inconsequential sums to a receiving officer no bond will be required but the chief of each bureau will be expected to see that bonds are procured in proper cases. The penalty of the bond of each (fiscal agent, or temporary special disbursing agent) receiving and disbursing officer will be fixed by the Secretary of Agriculture (upon recommendation of the chief of bureau.) giving consideration to the amount of cash and funds intrusted to the officer as an incident of his service, and of the safeguards and checks by which he is surrounded. (In the case of field disbursing agents the Secretary of Agriculture will, in appropriate cases, request authorization by the Secretary of the Treasury for advances in excess of the penalty of the bond in amounts which shall not, however, except in cases of emergency and for short periods of time, exceed three times the

penalty of the bond.) The Secretary will approve all requisitions for funds where the amount requisitioned together with the balance on hand exceeds the penalty of the bond; Provided, That unless previously authorized in writing such excess shall in no case be greater than twice the penalty of the bond unless an emergency exists which fact must be clearly set forth in a letter accompanying the requisition and have the approval of the bureau chief. Employees of the Forest Service and Bureau of Public Roads may be temporarily detailed as special deputy fiscal agents under the supervision of a fiscal agent of the Forest Service for the purpose of making (cash) payments (to fire fighters and laborers and for the purchase of materials) in cases of emergency (, and, they may also disburse specific cooperative funds contributed for road improvement work). Such special deputy fiscal agents (will be required to furnish a) shall give bond (in favor of) to the United States and the fiscal agent jointly and severally in a sum not less than \$5,000, (which) such bonds will be examined by the Assistant to the Solicitor and approved by the District Forester before funds are placed to the credit of the deputy. In no event will the funds in possession of a special deputy fiscal agent at any one time be permitted to exceed the penalty of his bond. Special deputy fiscal agent's bonds, together with premium receipts and notices of renewal, will be (kept on file) filed in the office of the Fiscal Agent. The account of each deputy will be closed out as soon as the emergency for which he was appointed has passed, and in any event such action will be taken on or prior to the date of (the) expiration of his bond.

Secretary.

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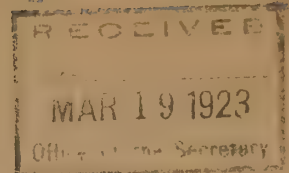
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United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.



March 19, 1923.

MEMORANDUM FOR MR. H. M. BAIN.

Dear Mr. Bain:

On November 11, 1922, the Advisory Committee on Finance and Business Methods submitted a proposed amendment to paragraph 12 of the Fiscal Regulations and recommended approval of same by the Secretary. It appears that these papers were referred to the Office of Inspection, and by that Office again submitted to the Committee under date of February 17, 1923, with suggestions that certain changes be made in the amendment in question.

The Committee has carefully considered the changes suggested and has incorporated same in the attached memorandum and recommends that same be approved by the Secretary and promulgated.

The changes proposed are indicated in the attached carbon copy herewith, showing the new language underscored and the omitted matter in parentheses.

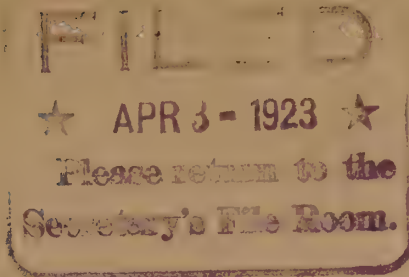
The attached memorandum has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

Enclosures.

Chairman, Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



March 28, 1923.

MEMORANDUM NO. 428.

Mileage Rates for use of Personally-owned Vehicles
at Official Stations.

On November 15, 1922, the Comptroller General of the United States in a decision to the Secretary of Agriculture (2 Comp. Gen., 329) held that the provision in the current Agricultural Appropriation Act providing reimbursement to employees on a mileage basis for the use of personally-owned automobiles and motorcycles in official work did not authorize mileage allowances for the use of vehicles at employees' official stations.

In the circumstances the Department during consideration by Congress of the Agricultural Act for 1924 requested that the language of the provision be amended so as to authorize such reimbursement. The words "including travel at official stations" were inserted in the mileage provision in the Act for 1924 (Public No. 446, page 34), and accordingly on and after July 1, 1923, the Department is at liberty to revert to the practice of authorizing employees to use their personally-owned vehicles in official work at official stations and be reimbursed for such use on a mileage basis at the rates provided in the Act.

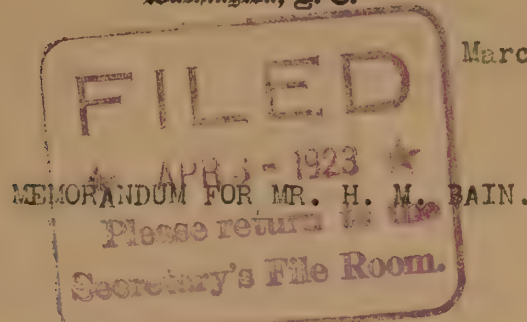
C. W. Inglesby
Acting Secretary.

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

March 23, 1923.



Dear Mr. Bain:

The Advisory Committee on Finance and Business Methods submits herewith a proposed memorandum, which is self-explanatory, relative to mileage rates for use of personally-owned vehicles at official stations, and recommends that same be approved by the Secretary and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosure.

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1923

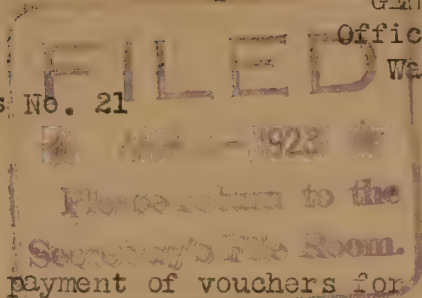
PAYMENTS BETWEEN DEPARTMENTS AND ESTABLISHMENTS

OF THE UNITED STATES.

1923

General Regulations No. 21

GENERAL ACCOUNTING OFFICE
Office of the Comptroller General
Washington, March 10, 1923.



1. Hereafter payment of vouchers for services rendered or supplies furnished by one department, establishment, bureau or office to another department, establishment, bureau or office of the United States shall be made by disbursing officer's check, and the procedure directed by Treasury Department Circular No. 54, dated August 14, 1907 (14 Comp. Dec., 966), of sending such vouchers to the proper accounting officer for settlement, is discontinued.
2. The officer to whom the check is made payable shall schedule all such checks and in the next account rendered by him take up the amounts thereof under proper account headings, with supporting information.
3. The paying disbursing officer shall forward to the General Accounting Office with his next account the original paid voucher and a memorandum copy thereof, which memorandum shall show thereon the date, name of payee, number and amount of check issued in payment.
4. The respective auditing divisions of the General Accounting Office will withdraw the memorandum copies from the disbursing account and promptly transmit them to the proper auditing divisions where they will be checked against the account of the officer to whom payment was made and proper action taken as to account headings to which entitled to be credited.

(Signed) J. R. McCarl

Comptroller General.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



File copy

March 28, 1923.

Payment by Disbursing Officers of vouchers involving
appropriation credits.

The attention of officers and employees of the Department of Agriculture is invited to General Regulations No. 21, Office of the Comptroller General, March 10, 1923, which read:

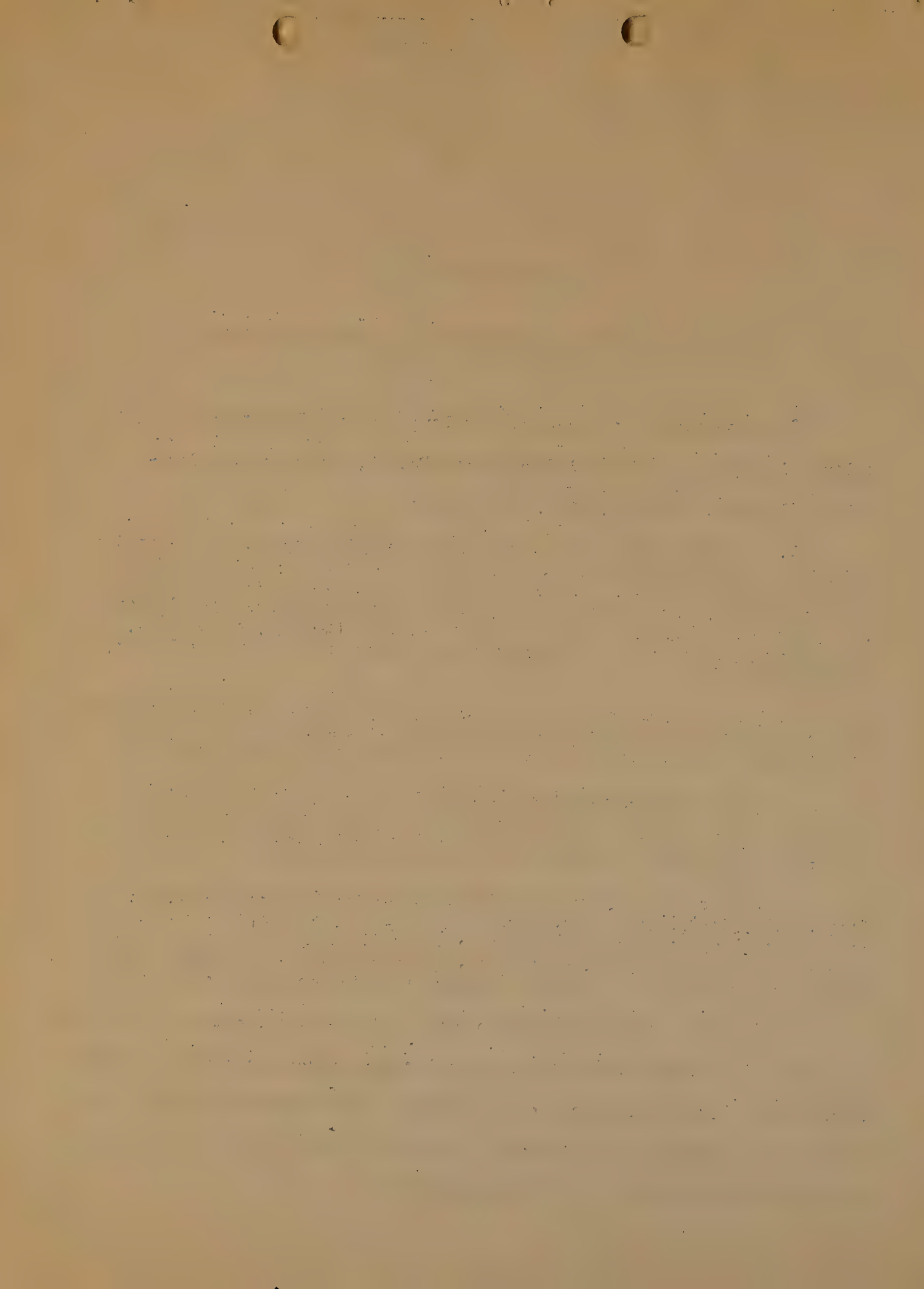
1. Hereafter payment of vouchers for services rendered or supplies furnished by one department, establishment, bureau or office to another department, establishment, bureau or office of the United States shall be made by disbursing officer's check, and the procedure directed by Treasury Department Circular No. 54, dated August 14, 1907 (14 Comp. Dec., 966), of sending such vouchers to the proper accounting officer for settlement, is discontinued.

2. The officer to whom the check is made payable shall schedule all such checks and in the next account rendered by him take up the amounts thereof under proper account headings, with supporting information.

3. The paying disbursing officer shall forward to the General Accounting Office with his next account the original paid voucher and a memorandum copy thereof, which memorandum shall show thereon the date, name of payee, number and amount of check issued in payment.

4. The respective auditing divisions of the General Accounting Office will withdraw the memorandum copies from the disbursing account and promptly transmit them to the proper auditing divisions where they will be checked against the account of the officer to whom payment was made and proper action taken as to account headings to which entitled to be credited.

Accordingly, the following procedure will hereafter obtain with regard to vouchers involving transfers of funds between appropriations for supplies furnished or services rendered one department, establishment, bureau or office, to another department, establishment, bureau or office, authorized to be paid by disbursing officers by the above regulations.



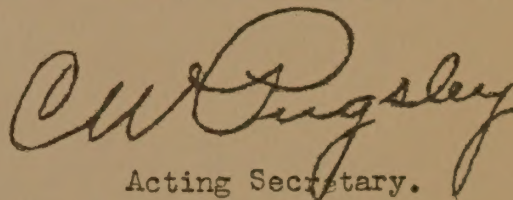
A voucher involving an adjustment between appropriations of the Department of Agriculture will be rendered in duplicate on voucher Form 5A. After examination in the bureau from whose appropriations it is payable, the voucher will be approved and scheduled to the disbursing clerk of the Department for payment. The disbursing clerk will pay the voucher by check drawn "Treasurer of the United States" and deposit same in the Treasury to the credit of the appropriation indicated on the voucher, reporting such deposit to the proper bureau in his next quarterly abstract of money receipts.

A voucher in favor of another Department of the Government will, after examination and approval in the proper bureau, be scheduled to the disbursing clerk or fiscal officer for payment in the manner provided by Paragraph 1 of General Regulations No. 21.

In order that fiscal officers of the Department may comply with the provisions of Paragraph 3 of General Regulations No. 21, bureaus procuring supplies or services from other departments will make an effort to have vouchers in payment rendered in duplicate. In all cases where vouchers are not rendered in duplicate a memorandum copy thereof shall be prepared in the bureau concerned.

Bureaus having claims against other Departments will prepare vouchers in triplicate, using Department Form 5A for the original and duplicate. The original and duplicate copies will be forwarded to the Department concerned and the triplicate copy furnished the disbursing clerk or proper fiscal officer in order that suitable disposition may be made of the check in payment. The coupon of the original voucher will be completely filled in by the bureau rendering the account and should contain sufficient data to enable the Disbursing Clerk or fiscal officer to reconcile it with the triplicate voucher in his possession. Each voucher rendered against another Department will bear a notation, conspicuously placed, requesting that check in payment be drawn to the official designation of the fiscal officer to whom remittance should be made as "Draw check in payment to 'Disbursing Clerk, Department of Agriculture'".

Bureaus rendering accounts against other bureaus or departments will, upon rendition thereof, take the amounts up on their books as credits to the appropriations involved.


Acting Secretary.

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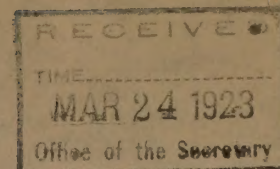
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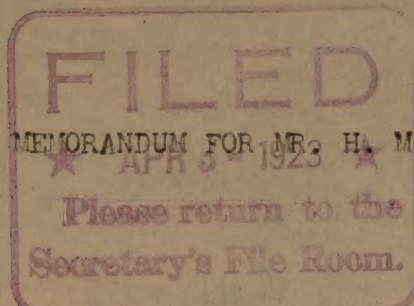
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United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.



March 23, 1923.



Dear Mr. Bain:

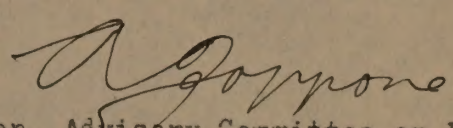
Your attention is invited to General Regulations No. 21 issued by the Comptroller General under date of March 10, 1923, directing that hereafter payment of vouchers for services rendered or supplies furnished by one department, establishment, bureau or office to another department, establishment, bureau or office of the United States shall be made by disbursing officer's check.

The Advisory Committee on Finance and Business Methods is of the opinion that the various bureaus of the department should be instructed as to the procedure to be followed in complying with these regulations, and has therefore prepared and submits herewith a proposed memorandum outlining the procedure to be followed. This has been passed upon by the Solicitor of the Department, and bears his initials.

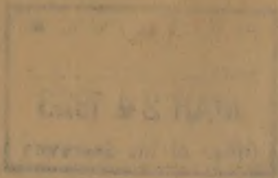
The Committee therefore recommends that the attached memorandum be approved by the Secretary and promulgated in the usual manner.

Very respectfully,

Enclosures.


Chairman, Advisory Committee on Finance
and Business Methods.

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United States Department of Agriculture

Division of Agricultural Economics

Washington, D. C.

March 21, 1933

MEMORANDUM FOR MR. W. H. RAIN

Dear Mr. Rain:

Your attention is invited to General Regulation No. 21 as issued by the Comptroller General under date of March 10, 1933, directing that hereafter payment of vouchers for services rendered or supplies furnished by one department, establishment, bureau or office to another department, establishment, bureau or office of the United States shall be made by disbursing officer's check.

The Advisory Committee on Finance and Business Methods is of the opinion that the various bureaus of the Department should be instructed as to the procedure to be followed in complying with these regulations, and has therefore prepared and submitted herewith a proposed memorandum outlining the procedure to be followed. This has been passed upon by the Director of the Department, and bears his initials.

The Committee therefore recommends that the attached memorandum be approved by the Secretary and transmitted to the usual manner.

Very respectfully,

[Handwritten signature]

Chairman, Advisory Committee on Finance and Business Methods

Enclosures